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THE
PUNJAB
LIBRARY PRIMER

BY
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UNIVERSITY OF THE PANJAB

Lahore :

1916.

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TO
J. S. D.

PREFACE

This little book is the fruit of a decade's experience among American libraries, modified by a year's acquaintance with conditions peculiar to India. It is merely what its name implies, a primer of library organization and management. Only first principles are stated, and only the simplest methods are described. As it seems proper in an elementary book to avoid possible causes of doubt and hesitation, scanty mention is made of alternatives, even where unquestionably good ones exist. For example, only one scheme of classification is described.

It is believed that the average Panjab librarian (who is generally a college matriculate but only rarely a college graduate) by a diligent study of these pages will find himself able to improve very materially the conditions in his library. I bespeak for him, in the hard but fascinating work which lies before him, the hearty co-operation and encouragement of his college principal, library committee, or board of directors.

For the chapter on Indian public documents I am indebted to my able *confrère*, Mr. Labhu Ram, Librarian

of the Panjab Public Library ; while my good friend Mr. Mukand Lal, Assistant Librarian of the University Library, has been of great service in collecting the data concerning the present status of Panjab libraries, as well as in seeing the book through the Press.

The various subjects are taken up in the order in which they would naturally demand attention, were one privileged to set about the task of creating a library where none had previously existed. Few librarians, however, are fortunate enough to face such a virgin field. Usually one must decide what shall be done to improve a collection already in existence. Heroic treatment is often necessary and usually advisable. But too much should not be attempted at once, lest only confusion and discouragement result.

It is often possible to take up the processes required to reorganize an old library in about the following order : (1) discard books that have outlived their usefulness ; (2) classify ; (3) paste in labels, dating slips and book pockets, and mark ownership ; (4) accession ; (5) letter labels, dating slips and book cards ; (6) shelf-list ; (7) catalogue. The same order of procedure is followed in handling the routine additions of new books in any library, preceded of course by a checking of invoices.

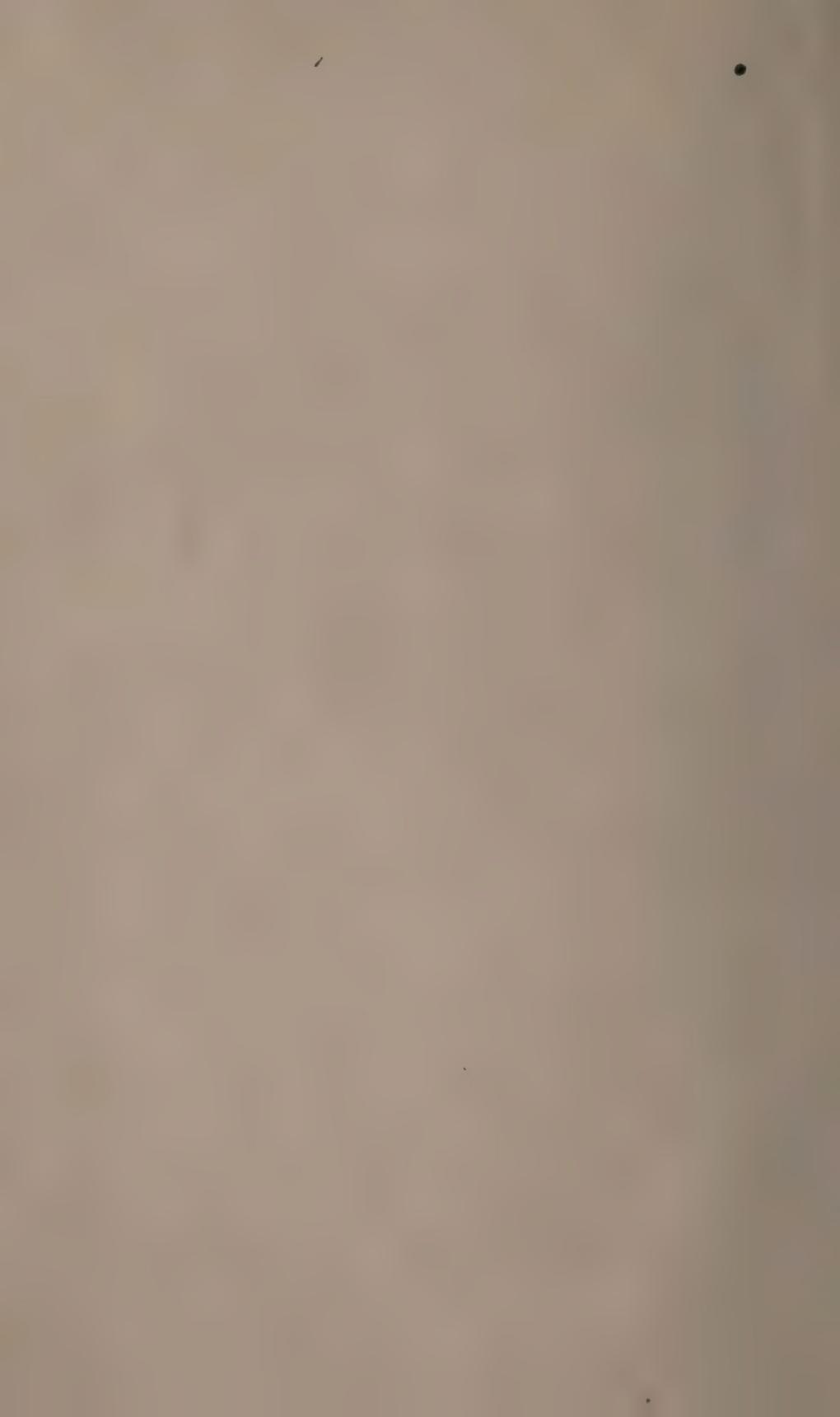
A visit to the University Library and conference with those in charge will richly repay the

librarian about to undertake the task of organization
or re-organization.

"Be sure you are right; then go ahead?"

Gulmarg, July, 1916.

A. D. D.



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Panjab Library Primer.

CHAPTER I.

Function and spirit of the library.

The function of the modern library is the development and enrichment of human life, by supplying to each reader the book best suited to his needs. Let the librarian think of his readers oftener than of his books, inasmuch as humanity is more precious than paper and ink. Readers can get along without books surprisingly well, as it seems to the book-loving librarian ; but books without readers are a pitiable spectacle, one that has been all too common in Indian libraries. Every regulation, every form of library activity, should be tried by this touchstone : in the long run, will it help in the work of supplying the right books to those who need them most ? Every rule and every bit of apparatus that cannot stand this test should be ruthlessly discarded.

The first and most important rule of library management is simple : *that the whole premises be permeated with a cheerful and accommodating atmosphere.* The entrance of each and every visitor should be the occasion for the librarian to express—though not always in words—his readiness to be of service. Let no reader be greeted with a frosty or bored air of

officialdom, any more than by a debasing servility. A self-respecting zeal for unobtrusive service should inspire the librarian, and be ever apparent in his bearing. The lazy, conceited jack-in-office and the fawning sycophant have equally no place in the republic of letters.

CHAPTER II.

The librarian and his training.

For many years Dr. Melvil Dewey delivered the initial lecture to students beginning their studies in the New York State Library School. The subject of this introduction to librarianship was "The Qualifications of a Librarian," and we can do no better than attempt a paraphrase of it here.

A.—As a man. Character.

The library aspirant must have good stuff in him. "You can polish an agate, but you cannot polish a pumpkin." Several fine qualities must characterize the spirit of his work. First of all he must acquire the habit of struggle against the tendency to sag. Every soul, like every drop of water, is pulled steadily toward the lowest point by gravity. Beside enthusiasm, energy, optimism, unselfishness, he must have courage (active) and fortitude (passive). And beside the habit of loyalty to the library and his official superiors he must have patient persistence,—steadfast purpose, for the world, though big and heavy, is also afloat and lazy and can be moved by patient pushing.

He should of course be immaculate in person and dress, but there should be nothing to attract attention to his carefulness in this direction. Let his raiment be "neat not gaudy, for the apparel oft proclaims

the man." And he should be redolent of perfume as little as of tobacco, alcohol, or garlic. Good manners are always essential to the highest success, but the inward spirit vastly more than the outward form marks the true gentleman. Shyness and awkwardness are fences to keep people away, but undue "ease of manner" also is offensive. Tact is invaluable, and twice as useful as mere talent.

Good health is essential to good work and the greatest enemies of good health are too little exercise, too little sleep, too long hours of work, and too short vacations.

The mental qualities most desirable are (*a*) *order* (some professions admit lack of order, but not the librarian's,—a ditch-digger may smoke, but not the employee of a fireworks factory); (*b*) *memory* (library memory may be cultivated to a surprising degree); (*c*) *accuracy* (indispensable, but not to be attained at too great sacrifice of speed); (*d*) *speed, dispatch, prompt decision* (may be cultivated—tennis is good discipline here—efficiency is the product of speed and accuracy, or quantity and quality); (*e*) *executive ability* (the power to organize and delegate work,—without it one can expect only an individual's pay; with it, one is paid also for what others do.)

B.—As a scholar.

By education, *i. e.* development, all one's powers are disciplined and made ready for use with precision,

force, speed and continuity. Success requires all these four factors. A librarian commands salary as a machine commands price according to improvement in practical value made by education. The steel sold in a bar for three rupees, made into a typewriter sells for three hundred.

Languages are among the librarian's chief tools. Beside English and the vernacular tongues, Persian, Arabic and Sanskrit will be most useful to Indian librarians. German and French are the next most valuable, and in about equal measure. Then would come Latin, which is very helpful in acquiring French, Portuguese, Italian and Spanish.

The general knowledge most useful to the librarian is indicated by the subjects covered by the entrance examinations to the library schools. Beside a reading knowledge of French and German (corresponding to Persian and Arabic in India), the schools require an acquaintance with general history and general literature, and presuppose a good fund of general information as to scientific and sociological matters, and a thorough familiarity with current events.

C.—As a bibliographer.

The librarian should know and be able to judge books in all their aspects, physical and historical as well as mental and spiritual, and should be able to answer such questions as the following. Are the paper, printing, and binding all that they should be? Is

this a genuine *incunabulum*? Is the editor's work (contents, indexes, footnotes, proof-reading) satisfactory? Is the author accurate in his facts, unexceptionable in his style? The librarian must be familiar also with the output of the various publishers, and must know the comparative strength and weakness of each in different fields.

And he must know and be able to use skilfully the principal examples of trade bibliography, national bibliography, subject bibliography, and general bibliography.

D.—As a library economist.

He should have a general knowledge of the history of libraries; of library legislation, local and national; of library architecture, equipment, and supplies; of all methods and details of book-buying and book-getting, including the technique of transport and importation; of book mending and book binding; of classification and cataloguing; of charging systems; of children's books; of modern office devices and methods, including the typewriter and various duplicating processes. And finally he will find that manual dexterity in the following directions is in some cases indispensable, and in all desirable: library handwriting, lettering, typewriting, gilding, shorthand.

LIBRARY TRAINING.

The course of lectures on library science delivered at the University of the Panjab in the autumn of

1915 was, so far as known, the first attempt at library training in British India, although a library class has been held at Baroda for three or four years, a result of the sojourn in the Gaekwar's dominions of Mr. A. W. Borden, an American librarian.

In Great Britain the method of training consists of studying for the diploma of the Library Association, combined with practical work. The diploma is awarded to those who have passed examinations in the six sections of the Association's syllabus, which are as follows :—

1. Literary history.
2. Bibliography.
3. Classification.
4. Cataloguing.
5. Library history, foundation and equipment.
6. Library routine (practical library administration).

A knowledge of Latin and of one modern language beside English, and a thesis on an approved subject are also required. Examinations are held annually. The method of study is left to the discretion of the individual student, but classes in the subjects numbered above from 3—6 are provided at the London School of Economics, Clare Market, W. C. Correspondence classes are also conducted under the auspices of the Library Association. (See the Library Association Yearbook for complete and up-to-date information.)

In view of the extraordinary development of libraries during the last forty years in the United States of America, it is not surprising that one must look to that country for the most complete facilities in library training. The first school was opened at Columbia College, New York City, by Dr. Melvil Dewey, in January, 1887. This school moved with Dr. Dewey a few years later to the State Library, at Albany, New York, where it still flourishes under the directorship of Dr. J. I. Wyer, who was for many years Secretary of the American Library Association. The New York State Library School may be described as the parent of the dozen or more library schools now established in different parts of the United States, for the directors of most of these schools are graduates of the institution at Albany. About half of the schools offer a two-year course and require a college diploma as a pre-requisite to registration from such students as are candidates for the degree of B. L. S. (Bachelor of Library Science). The course in the others occupies a single academic year.

"The leading subjects in all the curricula are cataloguing, classification, the study of works of reference, and library economy, which covers some thirteen heads...Lecture and seminar methods are the usual ones in most of the schools. The two-year courses as a rule require the presentation of a thesis or bibliography."

Beside the regular schools above described, there are numerous summer schools which offer annually a short course of six weeks to those unable to afford the more elaborate training. The best of these usually specialize each year in a single subject, so that in course of time a fairly complete training may be thus obtained.

Many of the large public libraries have recourse to annual apprentice classes as a means of recruiting their staffs. These usually last about six months and combine theoretic instruction in about equal measure with practice work.

Finally the librarians of the remote country districts receive occasionally more or less instruction through library institutes and round tables, lasting two or three days at a time. The conductors of these are generally library missionaries despatched by the local library associations. This is a field of activity that we may hope to see one day entered upon by the Punjab Library Association.

(For more detailed information as to the various American library schools, see the pamphlet "Training for Librarianship," by Mary W. Plummer, to be had postpaid for seven annas of the American Library Association, 78 E. Washington St., Chicago, Ill., U. S. A.).

CHAPTER III.

Library site, building and furniture.

The library building should be conveniently located for those who are to use it. The college library is usually the centre of the group of academic buildings. The municipal public library should be near, but not at the noisy centre of the city's life. The grounds in which the building is set should be attractively laid out and well kept, but not so shaded with trees as to darken the reading-rooms.

A committee of experts has stated the essentials of library architecture :

" Every library building should be planned especially for the kind of work to be done, and the community to be served.

" The interior arrangement should be planned before the exterior is considered.

" Plans should provide for future growth and development.

" A library should be carefully planned for economical administration.

" Public rooms should be planned for complete supervision by the fewest possible attendants.

" No convenience of arrangement should be sacrificed for architectural effect.

"There should be no such decoration of reading rooms or working rooms as will attract sight-seers to disturb readers and attendants.

"There should be good natural light in all parts of the building. Windows should extend to the ceiling, to light the upper portions of every room. In a book-room or stack, windows should be opposite the aisles.

"No shelf should be placed so high as to be out of reach of a person of medium height standing on the floor.

"Flights of stairs should be straight and not circular."

Few libraries in the Panjab occupy quarters built specially for them. Unfortunately they have usually been placed in the space that is left after other requirements have been met. This means that in colleges the library is usually housed in the assembly hall. There could scarcely be a more unsatisfactory place, though the arrangement may appear suitable enough to the undiscerning. The assembly hall is a noisy, semi-public place, almost like an open street. The library atmosphere should be quiet, secluded, conducive to study. As the assembly hall must have many entrances and exits, so as to fill and empty quickly, it is an absolute impossibility for the librarian to supervise properly those who come and go. Consequently the books must all be

kept under lock and key, a practice well suited to the Dark Ages but nothing less than shameful in the Twentieth Century.

The efficiency of the Panjab libraries would be doubled in a day if the books could be unlocked. But it would be putting too great a strain on human nature to unlock them under the conditions that obtain at present. "*Open shelves,*" *properly supervised*, have proved practicable a thousand times in the United States, and they would be equally practicable in India under like conditions. The library should be so arranged that all readers enter and leave by a single door. A competent attendant should be placed *at that door*. Then the almirahs may be unlocked, and the increased use of the books and satisfaction of the readers will be at once apparent.

This matter of open shelves under proper supervision is a simple affair, but too much emphasis cannot be laid upon it, for it is the crying need of Panjab libraries to-day.

The square or oblong library building is a good type. The *single entrance* should be in the centre of the front, with the loan desk close at hand and directly facing it. The reading rooms—one for periodicals, the other for books of reference—can be to right and left of the entrance, with book cases seven shelves high lining the walls. In the lofty Indian apartments there is always plenty of room for win-

dows above the shelving. If the wall shelving does not accommodate a sufficient number of books a row of double-faced floor cases may be placed behind the loan desk. Like the rest, these cases may be of wood, with adjustable shelves, until the growth of the collection makes it necessary to pile up tier upon tier of cases, to be reached by stairways and galleries. This is the book-stack and it should be of substantial steel construction, resting on a secure foundation and bolted and braced together like a modern steel building.

Shelves should be not over a yard long, and the standard shelf space is ten inches high and eight inches deep. Allow eight books to the running foot of shelving when estimating shelf capacity, or fifty-six books to the running foot of wall cases, seven shelves high.

Reading-tables should be strongly made. Those seating six readers, two on a side and one at each end, are generally found most satisfactory. Chairs, too, should be substantially made, neither so uncomfortable as to become a penance, nor so comfortable as to induce slumber. The cane-seated, bentwood chair should be avoided as unsatisfactory on many counts. Besides tables and chairs of excellent quality, the library furniture houses will supply such conveniences as current periodical racks, newspaper racks, bulletin boards, charging desks, and card catalogue cabinets.

Furniture so bought is not cheap, but it is so good in quality and so well suited to library requirements that its purchase is advised where funds are available. It is hard to put up with the productions of a local carpenter, when one has used furniture designed and built by those with an expert knowledge of library requirements. But it is often necessary to do this, for the sake of economy. Above all, one should be careful about one's card cabinets. A carpenter in Lahore has built several of these recently from approved designs, and his work is very creditable. To say that it equals that of the best library supply houses would be going much too far in commendation.

To find the best obtainable floor covering for Indian libraries would be a profitable task for the Punjab Library Association. The straw matting that one sees so often, though silent enough, is insanitary, a perfect dust trap, unsightly, and soon worn into holes prone to trip the unwary. It is utterly unsuitable. In America, cork carpet, corticene, and linoleum are the fabrics oftenest used. They cost there about three rupees per square yard. The requirements of a good library floor covering are (1) a smooth surface to facilitate cleaning, (2) noiselessness, (3) warmth in winter, (4) coolness in the hot weather.

Shall we retain the present system of glass doors to our almirahs? Personally I believe that air, even Indian air, is good for books, for I have compared

books that have stood for ten years in the open with those that have been dead and buried in glass coffins for the same length of time. The condition of the emancipated books compared very favorably with that of those that had remained *purdah*. Of course, there are the dust-storms. But there are also usually a group of menials attached to Indian libraries, whose abundant leisure could profitably be employed in a frequent cleaning of the books. And it should be remembered that true cleaning involves a *removal* of dirt, not merely a temporary dispersal of it into the air that we and our readers breathe.

For further details on the subjects of this chapter, see the following two publications of the American Library Association, 78 E. Washington St., Chicago, Ill., U.S.A.: "The Library Building" (about 7 annas); and "Small Library Buildings" (about 3 rupees). "New Types of Small Library Buildings" may be obtained from the Free Library Commission, Madison, Wis., U.S.A., for about 3 rupees. The last two items contain many floor plans and pictures of successful buildings. See also the catalogues of the library furniture houses, as Libraco of London, and the Library Bureau, Boston, Mass., U.S.A. These catalogues will generally be sent free on request.

CHAPTER IV.

Book selection and buying.

When we reflect that not less than fifty thousand books are published each year, we can realize the necessity for careful selection in buying those that will best serve the purposes of our readers. No one person will ever be able to read a tenth of one per cent of the books that have been written. How important it is then to see that we do not put a reader in the way of wasting his time on a poor or mediocre book, when we might have placed in his hands one of the comparatively few good ones.

Mr. J. C. Dana, in his "Library Primer", specifies the following factors (which I have slightly altered to suit local conditions) to be considered in selecting books and fitting the library to its readers :—

"a) Presence or absence of other libraries in the vicinity, and their character, if present.

"b) The purposes of the library, to-wit : 1) to help people to become wise ; 2) to encourage them to be good ; 3) to help them to be happy.

"c) The amount of money to be expended and the sum that will probably be available for each succeeding year.

"d) The manner in which the books are to be used ; whether they are to be lent, or are to be used only for reference, or are to form both a reference and a lending library.

"e) The class of people by whom they are to be used, and if young people, whether for class work only, or for general reading, or for both.

"f) The occupations, religious affiliations, and leading local interests of the community.

"g) The character and average degree of intelligence of the community.

"h) The habits, as to reading and study, of those who will use the library."

The individual library will always need books specially selected to suit its special requirements. All Indian libraries should contain a certain number of books of special interest and service to Indian communities, and it is to be hoped that some competent hand will soon compile and publish a list of these. But there are ten or fifteen thousand books, tried and true, that should be in every library that serves an English-speaking community. There have been many attempts to compile a list of these. The publications noted below have been used by librarians for many years, and I unhesitatingly recommend them, though the Indian librarian will remember that these lists have been made primarily to suit American libraries, and therefore they contain more strictly

American books than Indian libraries require. As all these lists are carefully annotated, however, the Indian librarian will have no difficulty in avoiding the peculiarly American books. Prices are given in dollars and cents. A dollar equals approximately three rupees; a cent, one-half anna. Most of the books are issued also by English publishers, and the English prices are often lower than the American ones. All items should be looked up in the "Reference Catalogue", which receives further mention hereafter.

1. "A.L.A. Catalog: 8,000 volumes for a popular library. with notes, 1904." Sup't of Documents, Washington, D. C., U.S.A.—about Rs. 4, carriage paid.
2. "A.L.A. Catalog, 1904—1911, class list, 3,000 titles for a popular library, with notes and indexes." American Library Association, 78 E. Washington St., Chicago, Ill., U. S. A.—about Rs. 5, carriage paid.
3. "Selection of the best books of the year, with notes." This is an annual publication. Issues covering the years 1911 to date should be secured. They may be obtained from the New York State Library, Albany, N. Y., U. S. A.—for about eight annas each, postpaid.
4. "A. L. A. Booklist, a guide to the best new books"—for the current year. This is a periodical issued ten times a year by the A. L. A. Publishing

Board, 78 E. Washington St., Chicago, Ill., U. S. A.
Subscription for a year about Rs. 4, postpaid.

(For a more inclusive list, paralleling the four titles mentioned above, see Sonnenschein's "Best Books". The third edition is now in process of publication by Routledge.)

Below is a table giving the percentages of books in the different classes which the average library should contain. No library adheres strictly to this table. The individual requirements of each will necessitate more or less variation from it, but it is worth considering for purposes of comparison. In none, save an avowedly *special* library, should one or two classes be allowed to become over-developed at the expense of the others.

	<i>Per cent.</i>
General works	.04
Philosophy	.01
Religion	.02
Sociology	.09
Philology	.01
Science	.08
Useful arts	.06
Fine arts	.04
Literature	.12
Biography	.10
History	.13
Travels	.10
Fiction	.20
<hr/>	
Total	100

In few libraries is the librarian so fortunate as to be allowed to select all the books that are purchased. In college libraries many books are chosen by the professors; in public libraries, by a book committee of the controlling board. But in all libraries a good proportion of the books should be selected by the librarian, all his recommendations receiving the approval of some responsible committee before the books are purchased. The librarian who is worth his salt knows the weak spots in his collection and the demands of his readers better than any one else.

Book-buying.

Each book-purchase suggestion should be entered upon a slip of paper of standard catalogue size (7·5 x 12·5 cm.) about as follows:—

1 Ja 16	15 MR 16
Phillips, Stephen.	
Herod.	
'01. Lane. 5/n	
J. G. Brown	15 D 15
Bowes -4/ - Eng.	

This means that "Herod," a book by Stephen Phillips, published in 1901 by John Lane and Company at five shillings, net, was requested by Prof. Brown on December 15th, 1915; that it was ordered on January 1st, 1916, of Bowes and Bowes, and received from them on March 15th, 1916, being billed to

the library by them at four shillings, which sum is being charged against the funds allotted for book purchases to the English Department of the College.

There should be an alphabetical file of these slips while they are merely suggestions for purchase ; another file for outstanding orders ; and a third for books recently received but not yet catalogued. When a book is received the corresponding slip is removed from the order file, compared with the invoice, and the price actually charged and the date of receipt are noted upon it. The slip is then placed in the book at the title-page, as a guide to the accessioner, who will need to know of whom and for how much the book was purchased. When the accessioner is through with the slip he removes and places it with others that have received his attention in the file for books received, where it will remain till catalogued or for a certain period of time. It is well to remove from the receipt file and destroy on or about January 1st all slips for books received more than a year before.

Book suggestions will usually be received in very indefinite form. To avoid mistakes, the librarian should do his best to find and identify the books in his trade and other bibliographies. The order to the bookseller should contain the author's surname (correctly spelled) and initials, a short title, the date of publication, publisher's name (abbreviated), and price. The bookseller can afford to quote lower prices

to the library that does not force him to puzzle out these details from insufficient and incorrect data, and it is well for the librarian to let the bookseller know that he is aware of the published price and date of the book and therefore can judge pretty closely what amount his library should be charged for it.

The richest mine of information for the librarian seeking data as to the publishers and prices of current books is the "Reference Catalogue of Current Literature." This is published every two or three years, by Whitaker, London, at one guinea, and every librarian who buys many books should have access to a copy of the latest edition, as well as to one of the English book-trade periodicals, "The Bookseller" or "The Publisher's Circular", published respectively by Whitaker and Low, at 5*s.* and 8*s.* 6*d.* per year.

A book shop is a valuable educational asset in any town, so the librarian should do what he can to throw business in the way of the local bookseller. But the wholesale book dealer at the world's great publishing centres has so great an advantage over the local representative of the trade that competition between them on equal terms for the library's business almost inevitably results in the defeat of the small dealer. The librarian can rarely afford to give the local man the bulk of his orders, however much he may wish to do so. But it will be to the advantage of both to keep in close touch with each other. The

librarian will often find it worth while to pay a higher price to get a book *at once*—a book that the local man happens to have in stock. And one or two visits a year to the bookseller's shop will usually reveal a number of books that have proved unsaleable to the general public but which the librarian will be glad to have. On these the bookseller can afford to quote very attractive prices.

But the librarian who buys many books will not be content to order everything offhand from one or two booksellers. He will read "second-hand" and "remainder" and auction catalogues. A list with addresses of dealers issuing these will usually be found in the advertising pages of the "Library Journal." The Indian librarian is so far away from the world's great book markets that he can probably do little in the way of buying books at auction, but the publications that record auction prices will be of use in enabling him to know how much to pay for out-of-print items when they turn up in the second-hand men's catalogues, and it will be worth his while to con the remainder catalogues as well.

Book reviews are proverbially untrustworthy as guides to book-buying. But they are (beside the "A. L. A. Booklist") the librarian's chief source of information as to current literature, and every Indian library that can afford the expense should subscribe to one or more of the English reviewing periodicals,

—the “Athenaeum”, “Academy”, “Saturday Review”, and “Spectator”.

(See further, “Aids in book selection”—9 annas, postpaid,—and “Order and accession department”—7 annas, postpaid,—to be had of the A. L. A. Publishing Board, 78 E. Washington St., Chicago, Ill., U. S. A.)

CHAPTER V.

Checking bills, marking ownership, preparing books for use.

When a shipment of new books is received they should be ranged on the work-room shelves alphabetically by authors to facilitate checking with the invoice and the order slips. As previously stated, the price charged is noted on each slip, which is then placed in the new book for the use of the accessioner.

The collation of ordinary new books is usually considered unnecessary as reputable publishers will make good any imperfections, even when discovered months after the book is received. Second-hand books, however, as well as very expensive and specially illustrated items, should be thoroughly examined at once.

Every new book should be carefully "opened" as soon as received; that is, beginning at the covers, a few pages at a time should be turned and gently pressed down, alternately from the front and back, till the middle of the book is reached. After this process of easing the binding the book will be found to open readily at any point. If this precaution is neglected many a new book will be ruined by the first reader, who will show his resentment at the stiffness of the binding by violently forcing it open at the middle.

The loud crack that will be heard is the signal that serious injury has been done.

After opening, see that all the leaves are carefully cut *all the way to their inner edges* by a thin, smooth, bone papercutter. If you leave this task to your readers they will revenge themselves for your negligence by cutting the leaves with their fingers and thumbs.

When the book has been checked and approved, the library's mark of ownership should be placed upon it. The cheapest way is by a rubber stamp, but this defaces the book more than any other method, and should certainly never be allowed to disfigure the title page. Rather let it be impressed upon some special interior page or pages decided upon, as always upon pages 97 and 297. An embossing stamp may be purchased from the library supply houses for a few rupees, and its impression is far less unsightly than that of the inked rubber stamp, though the mark is less ineradicable, and may indeed be completely removed by a skilful book-thief with the aid of a hot iron. The perforating stamp is the safest and least offensive way of marking ownership, but it is too expensive (Rs. 75) for any but large libraries. Whatever form of stamp is used, should be impressed carefully, parallel to the lines of print, not smudged down carelessly askew. Many librarians think it well to stamp each full page illustration and map, for these

are usually lightly tipped in and may easily be removed by the unscrupulous. And some think it well to adopt a secret mark of ownership, as, for example, by always making a pin-hole through the circle in the lower part of the *six* on page 26.

A book-plate lends dignity to a library, and if one is used it should at this time be pasted squarely on the inside of the front cover. There should be spaces upon it for writing the class number, book number, and accession number,—of which more anon.

On the fly-leaf opposite the back cover, the dating-slip should be tipped in with paste, and opposite it on the inside back cover should be pasted the book-pocket, printed with the library rules, and holding the book-card, or the borrower's card when the book is out of the library. (See the chapter on loan systems.)

As soon as a label is pasted on the back of the book, the daftari's work will be finished and the book will be ready for classification. The best of labels will occasionally come off or break, but good ones properly put on will be found fairly satisfactory. Dennison's linen labels are as good as any. The round ones stick best, but square ones are easier to letter in straight lines. A happy compromise is the long octagonal label. The straight lines of this at top and bottom guide the eye in lettering, while there are no sharp corners to be lifted and torn away by the casual

finger-nail. Labels should *always* be affixed a uniform distance from the bottom of the book—two inches is about right—and this should be done by measure. No matter what the label covers when placed the required distance from the bottom, adhere to your regular practice. If you make exceptions for this, that, and the other reason, your shelves will look very badly. Place the label exactly and press it on firmly and continuously for several seconds. If you would have the label stick fast, remove the sizing from the spot on the binding that is to be covered by the label by brushing it with a solution of ammonia. The best way to do this is to lay across the back of the book where the label is to be placed a piece of old photograph film, with a hole cut in it the exact size and shape of the label. Then apply the ammonia brush to the hole and the sizing will be removed only from the spot to be covered by the label. It pays to be careful and take time with the original labels, rather than to be constantly renewing them.

CHAPTER VI.

Classification.

Schemes for classifying books are innumerable, and there are several good ones, among which may be mentioned the following five: the late Charles A. Cutter's "Expansive Classification", J. Duff Brown's "Subject Classification", the systems used in the American Library of Congress and in the British Museum in London, and Dr. Melvil Dewey's "Decimal Classification."

The perfect system has not been and never will be devised, and flaws may be picked in any or all of the above schemes. But it is a presumptuous and foolish librarian who will set himself at this late day the task of devising a new system, when thoroughly tried and elaborated ones already exist. Space will permit us to describe only one scheme here, and we have chosen the excellent "Decimal Classification" (popularly called the "Dewey system") because it has been far more widely adopted throughout the civilized world than any other, and it is not probable that any other will ever overtake it in popular favour. This wide adoption is an immense practical advantage. The librarian or reader who is familiar with the "Dewey system" will find himself at home at once in innumerable libraries all over the

world. This system has now been tried, tested, corrected and elaborated for more than forty years. Nine editions have been issued and they have of late been appearing biennially.

For a brief exposition of the system we can do no better than quote the first paragraph of the explanation which precedes Dr. Dewey's Introduction.

"The field of knowledge is divided into nine main classes and these are numbered by the digits 1 to 9. Cyclopedias, periodicals, etc., so general in character as to belong to *no* one of these classes are marked nought, and form a tenth class. Each class is similarly separated into 9 divisions, general works belonging to *no* division having nought in place of the division number. Divisions are similarly divided into 9 sections and the process is repeated as often as necessary. Thus 512 means Class 5 (Natural Science), Division 1 (Mathematics), Section 2 (Algebra), and every Algebra is numbered 512."

The ten main classes are given below, and these are followed by a list of the Divisions of each of these classes. Not even small libraries, however, can be classified satisfactorily with this list alone, but are strongly advised to secure a copy of the latest edition of the "Decimal Classification", and to classify "to three figures" always, often to four, sometimes to five, rarely to six, and very seldom or never beyond.

CLASSES.

0	GENERAL WORKS	5	NATURAL SCIENCE
1	PHILOSOPHY	6	USEFUL ARTS
2	RELIGION	7	FINE ARTS
3	SOCIOLOGY	8	LITERATURE
4	PHILOLOGY	9	HISTORY

DIVISIONS.

000	GENERAL WORKS	180	Ancient philosophers
010	Bibliography	190	Modern philosophers
020	Library economy		
030	General encyclopedias	200	RELIGION
040	General collections	210	Natural theology
050	General periodicals	220	Bible
060	General societies, Mu- seums	230	Doctrinal, Dogma- ties, Theology
070	Journalism, Newspa- pers	240	Devotional, Practical
080	Special libraries, Polygraphy	250	Homiletic, Pastoral, Parochial
090	Book rareties	260	Church, Institutions, Work
		270	Religious history
100	PHILOSOPHY	280	Christian churches and sects
110	Metaphysics	290	Ethnic, Non-Chris- tian
120	Special metaphysical topics		
130	Mind and body	300	SOCIOLOGY
140	Philosophical systems	310	Statistics
150	Mental faculties, Psy- chology	320	Political science
160	Logic, Dialectics	330	Political economy
170	Ethics	340	Law
		350	Administration

360	Associations and institutions	600	USEFUL ARTS
370	Education	610	Medicine
380	Commerce, Communication	620	Engineering
390	Customs, Costumes, Folklore	630	Agriculture
		640	Domestic economy
		650	Communication, Commerce
		660	Chemical technology
400	PHILOLOGY	670	Manufactures
410	Comparative	680	Mechanic trades
420	English	690	Building
430	German		
440	French	700	FINE ARTS
450	Italian	710	Landscape gardening
460	Spanish	720	Architecture
470	Latin	730	Sculpture
480	Greek	740	Drawing, Decora-
490	Other languages		tion, Design
		750	Painting
		760	Engraving
500	NATURAL SCIENCE	770	Photography
510	Mathematics	780	Music
520	Astronomy	790	Amusements
530	Physics		
540	Chemistry		
550	Geology	800	LITERATURE
560	Paleontology	810	American
570	Biology	820	English
580	Botany	830	German
590	Zoology	840	French

850	Italian	920	Biography
860	Spanish	930	Ancient history
870	Latin	940	Europe
880	Greek	950	Asia
890	Other languages	960	Africa
900	HISTORY	970	North America
910	Geography and travels	980	South America
		990	Oceanica and polar regions

The very full "Relative Subject Index" is a valuable feature of the "D.C." With its aid the shelf-list becomes a fairly satisfactory subject catalogue, as will be explained in a later chapter.

Some modifications of the "D.C." which are frequently used may be mentioned here. Their adoption may be left to the discretion of the individual.

Beyond the borders of the United States, English and American literature is often not distinguished, all literature in the English language being placed together in "the 820's."

Many libraries do not classify fiction at all, but mark it simply with a "book number" (to be explained in the next chapter); while some libraries classify *foreign* fiction only. College libraries are advised to classify translations of foreign fiction with their originals. Public libraries may prefer to place translations into English with the English fiction.

Individual biography is often marked simply with the letter B for a class number, the book number being derived from the name of the biographee and followed by the initial of the author. For example, Fcrster's life of Dickens would be numbered B—D42F, whereas it would be 928 F68 if we adhere closely to the "D.C." By this means all the lives of one person will be together in alphabetical order according to their authors. Those using B for a class number to indicate individual biography, usually use 920 for collective biography,—the lives of several persons in a single book. It is generally considered more convenient to place *all* collective biographies in 920, rather than to place collections of the lives of scientists in 925, of artists in 927, etc.

Most libraries are content with three figures in most parts of the 800's (literature), placing all English essays, for example, in 824 and omitting the period divisions and the numbers for specific authors, except in the case of Shakespeare, many libraries preferring to give all books both by and about Shakespeare the number 822.33. It would perhaps be difficult to justify this exception theoretically, though practically it works well.

The Indian librarian will feel the need for further expansion of the "D.C." in some fields. Several of these expansions are already under consideration by Dr. Dewey. The Panjab University Library has in manu-

script the elaborations of 290 (Ethnic and other religions) and 495 (Eastern Asiatic languages), which will probably appear in later editions; and has worked out its own expansions of 891.2 (Sanskrit literature) and 954 (History of India), the latter being given below, as developed by Mr. Mukand Lal :—

954—INDIA—HISTORY.

.01 Ancient India—

.011 Vedic India.

.012 Brahmanic.

.013 Buddhistic (including Greek invasion), 500 B.C.—499 A.D.

.014 Hindu revival 500 A.D.—636 A.D.

.02 Mohammedan, A.D. 637—1803.

.021 Incursions and final conquest, 637—1206.

.022 Mohammedan kingdoms, 1206—1526.

.023 Mogul empire, 1526—1803.

.03 European settlements—not British.

.031 Portuguese.

.032 Dutch.

.033 French.

.04 The Mahrattas.

.05 The Rajputs (see also 954.92).

.06 Afghans' Wars.

.07 The Sikhs.

.08 British in India—

.081 First Settlements. 1469—1600.

.082 East India Company, 1600—1857.

- .083 The Mutiny, 1857—1858.
- .084 India under the Crown, 1858—
- .1 Assam, Eastern Bengal, Burma, and Shan States.
- .2 Bengal, Bihar and Orissa (see also 954.082).
- .3 Bombay and Sind; Aden.
- .4 Madras, and Andaman and Nicobar Islands.
- .5 United Provinces of Agra and Oudh (see also 954.082).
- .6 Central Provinces and Berar.
- .7 Southern India, Ceylon, and Laccadive Islands.
- .8 Panjab and Northwest Frontier—
 - .81 Panjab (see also 954.07).
 - .82 Lahore.
 - .83 Delhi.
 - .84 Simla in India.
 - .85 Chitral and Swat.
 - .86 Northwest Frontier.
- .9 Native States.—
 - .91 Kashmir and other Panjab states.
 - .92 Rajputana states.
 - .93 Central India Agency.
 - .94 Kathiawar (Gujerat) and Cutch.
 - .95 Baroda.
 - .96 Hyderabad.
 - .97 Mysore.
 - .98 Travancore and Cochin.
 - .99 Himalayan states.—
 - .991 Nepal.
 - .992 Bhutan.
 - .993 Sikkim.

In his introduction to the "D.C." Dr. Dewey has given some practical hints on classification which are so valuable that we take the liberty of quoting them.

"To find out the subject of a book consult:—

1. *The Title*, since it is generally chosen to show what the book is about. But as many titles are misleading, never class from title alone but always examine also.
2. *Table of Contents*, which is the best guide to the true subject. If there is no Table of Contents read
3. *Headings of chapters*, or marginal topics.
4. *Preface*.—Unless already certain, glance through this to catch the author's point of view, and verify impressions gained from title and contents.
5. *Reference Books*.—If preceding means fail, consult reliable bibliographies, classed and annotated catalogues, biographical dictionaries, histories of literature, encyclopedias, reviews, etc., for information about the character of the book.
6. *Subject matter*.—If the five shorter methods above fail, examine the subject matter of the book itself, and if still in doubt, to avoid mistakes, put aside on an "under consideration" shelf till you can examine more thoroughly or consult.
7. *Specialists*.—Experts, competent to define their true subject and relation, are usually glad to examine enough to class any new books in their departments. Old ones they know where to put already."

It may be added that it is a great saving of time and brain power, as well as an aid to consistency, to classify similar books at the same time. Therefore before beginning a job of classifying, group your books roughly, placing the histories together, the scientific works together, etc.

Classification is one of the most interesting kinds of library work, and a great educator. But an education should not be acquired at the expense of the library. It is not difficult for even the college graduate to make ludicrous blunders in classification and it is emphatically no job for an ignoramus. As each book must be more or less studied before it can be correctly classified, some notes on its cataloguing may well be made at the time of classification. These may be jotted down on the fly-leaf at the back of the book where they will be subsequently covered by the date-slip.

The four titles described in Chapter IV, as aids to book selection, will be of great help in classification also, as the "D.C." numbers are given for each book in all of them. Do not follow these guides slavishly however; rather do your own classifying and then check its correctness by referring to these authorities.

(The "Decimal classification" may most surely be had in the latest edition of the Forest Press, Lake Placid Club, Essex Co., N.Y., U.S.A. The cost will be about Rs. 21, post paid.)

CHAPTER VII.

Author or book numbers.

Each book in the library bears a number which distinguishes it from every other book. This number is written on the back of the title page, on the book-plate, on the date slip, book card and label, in the accession book, and on the shelf-list card and all catalogue cards made for the book. This number is called the call number, and it consists of class number, author or book number, and where necessary volume number. The class number is different for each class, but the same for all books in the same class. This is the part of the call number that we considered in the last chapter. The author or book number distinguishes different books in the same class from one another. The volume numbers distinguish different volumes of the same work, while copy numbers (not strictly part of the call numbers) distinguish identical or practically identical books from one another. On the book label the call number is written in two or three lines ; the class number on the first line, the author or book number on the second, and the volume number, if required, on the third.

The author or book number, with which this chapter is concerned, is merely a device for shortening

and translating into numerals the author's name. By its use books in the same class are easily kept arranged alphabetically according to their authors, and thus are readily found when wanted.

Several author tables have been prepared, all on much the same principles, and these may be purchased of the library supply houses. The following table was prepared in the Panjab University Library, and has been found fairly satisfactory :—

Table of author numbers.

Aaron	...	A11	Adamson	...	A21
Abbott, A.	...	A12	Aden	...	A22
Abbott, J.	...	A13	Adolphus	...	A23
Abe	...	A14	Agabeg	...	A24
Abraham, A.	...	A15	Ager	...	A25
Abraham, P.	...	A16	Aiken	...	A26
Abrecht	...	A17	Ainsworth	...	A27
Acheet	...	A18	Akbar	...	A28
Acton	...	A19	Albert	...	A29
Adams	...	A20	Alder	...	A30

Aldworth	...	A31	Ampenoff	...	A47
Alexander, D.	...	A32	Andas	...	A48
Alexander, L.	...	A33	Anderson, B.	...	A49
Alfred	...	A34	Anderson, E.	...	A50
Algic	...	A35	Anderson, G.	...	A51
Allan, A.	...	A36	Anderson, J.	...	A52
Allan, R.	...	A37	Anderson, K.	...	A53
Allday	...	A38	Anderson, P.	...	A54
Allen, G.	..	A39	Anderson, T.	...	A55
Allen, R.	...	A40	Anding	...	A56
Allenby	...	A41	Andrew	...	A57
Allman	...	A42	Andrews, A.	...	A58
Almeida	...	A43	Andrews, H.	...	A59
Alsop	...	A44	Angell	...	A60
Amann	...	A45	Angus	...	A61
Amherst	...	A46	Annan	...	A62

Anscomb	...	A63	Artin	...	A79
Anthony, A.	...	A64	Ashby	...	A80
Anthony, M.	...	A65	Ashfield	...	A81
Antony	...	A66	Ashworth	...	A82
Apcar	...	A67	Askew	...	A83
Apel	...	A68	Astbury	...	A84
Aquilar	...	A69	Atherton	...	A85
Arber	...	A70	Atkinson, A.	...	A86
Archbold	...	A71	Atkinson, H.	...	A87
Archibald	...	A72	Atlay	...	A88
Armes	...	A73	Auckland	...	A89
Armstrong, A.	...	A74	Austen	...	A90
Armstrong, M.	...	A75	Austin, G.	...	A91
Arnold	...	A76	Austin, S.	...	A92
Aroul	...	A77	Avanis	...	A93
Arthur	...	A78	Avey	...	A94

Axelby	...	A95	Bannatine	...	B21
Aydon	...	A96	Barber	...	B22
Aymer	...	A97	Barden	...	B23
Ayrand	...	A98	Barker	...	B24
Ayscough	...	A99	Barnes	...	B25
			Barnett	...	B26
Babar	...	B11	Barrett	...	B27
Babcock	...	B12	Barrow	...	B28
Bacon	...	B13	Barter	...	B29
Bailey	...	B14	Barton	...	B30
Baker, A.	...	B15	Baskell	...	B31
Baker, R.	...	B16	Bateman	...	B32
Baldwin	...	B17	Battie	...	B33
Ball	...	B18	Baxter	...	B34
Balzac	...	B19	Bayn	...	B35
Bamford	...	B20	Beador	...	E36

Beatson	...	B37	Billard	...	B53
Becket	...	B38	Bion	...	B54
Bedford	...	B39	Bird	...	B55
Beevers	...	B40	Bismarck	...	B56
Belcher	...	B41	Bittles	...	B57
Bell	...	B42	Blackburn	...	B58
Bellairs	...	B43	Blaikie	...	B59
Bendre	...	B44	Blake	...	B60
Bennet	...	B45	Blanchard	...	B61
Bennett	...	B46	Blewitt	...	B62
Benson	...	B47	Bloomfield	...	B63
Berkeley	...	B48	Boas	...	B64
Bernard	...	B49	Boezalt	...	B65
Besant	...	B50	Bois	...	B66
Beveridge	...	B51	Bolton	...	B67
Bickers	...	B52	Bond	...	B68

Bonnar	...	B69	Britts	...	B85
Booth	...	B70	Brodie	...	B86
Bossard	...	B71	Bronte	...	B87
Boucher	...	B72	Broome	...	B88
Bowden	...	B73	Brown, A.	...	B89
Bowie	...	B74	Brown, J.	...	B90
Boyd	...	B75	Browne	...	B91
Boyle	...	B76	Bruce	...	B92
Bradford	...	B77	Bryant	...	B93
Bradshaw	...	B78	Buchanan	...	B94
Brand	...	B79	Bull	...	B95
Braybrooke	...	B80	Bunyan	...	B96
Brendish	...	B81	Burnham	...	B97
Brewster	...	B82	Burns	...	B98
Bright	...	B83	Fyron	...	B99
Briscoe	...	B84			

Cabell	...	C11	Cecil	...	C27
Calderon	...	C12	Chamberlain	...	C28
Calvert	...	C13	Chandler	...	C29
Cameron	...	C14	Chapman	...	C30
Campbell, A.	...	C15	Charles	...	C31
Campbell, J.	...	C16	Chatterton	...	C32
Candler	...	C17	Chesterfield	...	C33
Canning	...	C18	Child	...	C34
Cardozo	...	C19	Chitham	...	C35
Carlyle	...	C20	Christie	...	C36
Carnell	...	C21	Cicero	...	C37
Carr	...	C22	Clare	...	C38
Carter	...	C23	Clark	...	C39
Cassell	...	C24	Clarke, A.	...	C40
Cater	...	C25	Clarke, J.	...	C41
Cawley	...	C26	Claudius	...	C42

Clement	...	C43	Copeland	...	C59
Clifford	...	C44	Corbett	...	C60
Clive	...	C45	Cornelius	...	C61
Cobbett	...	C46	Corrie	...	C62
Cockman	...	C47	Cotesworth	...	C63
Cohen	...	C48	Couchman	...	C64
Coleman	...	C49	Courtney	...	C65
Collier	...	C50	Coverdale	...	C66
Collins	...	C51	Cowell	...	C67
Columbus	...	C52	Cox	...	C68
Colvin	...	C53	Crabbe	...	C69
Connell	...	C54	Crampton	...	C70
Constable	...	C55	Crawford	...	C71
Cook	...	C56	Creasy	...	C72
Cookson	...	C57	Crighton	...	C73
Cooper	...	C58	Cromwell	...	C74

Grossley	...	C75	Curtis, A.	...	C91
Crozier	...	C76	Curtis, H.	...	C92
Crutchfield	...	C77	Curtis, S.	...	C93
Cully	...	C78	Cusins	...	C94
Cumberland	...	C79	Cuthbert	...	C95
Cumming	...	C80	Cuthill	...	C96
Cummings	...	C81	Cutler	...	C97
Cumper	...	C82	Cutts	...	C98
Cunningham, A.	...	C83	Cuzen	...	C99
Cunningham, J.	...	C84			
Cunnison	...	C85			
Curley	...	C86			
Currie, A.	...	C87	Dabb	...	D11
Currie, J.	...	C88	Dale	...	D12
Curry, A.	...	C89	Dalton	...	D13
Curry, J.	...	C90	Damant	...	D14

Daniel	...	D15	Deefholts	...	D31
Danks	...	D16	Deighton	...	D32
Darnell	...	D17	Delmeric	...	D33
Darwin	...	D18	Denham	...	D34
David	...	D19	Dennehy	...	D35
Davidson	...	D20	DeQuincey	...	D36
Davie	...	D21	Desmond	...	D37
Davies	...	D22	Devlin	...	D38
Davis	...	D23	Diacono	...	D39
Davson	...	D24	Dias	...	D40
Dawn	...	D25	Dick	...	D41
Dawson	...	D26	Dickens	...	D42
Day	...	D27	Dickinson	...	D43
Deacon	...	D28	Dickson	...	D44
Deane	...	D29	Dilks	...	D45
Dear	...	D30	Dinning	...	D46

Dixie	...	D47	Dossy	...	D63
Dobbie	...	D48	Dott	...	D64
Dobson	...	D49	Doucas	...	D65
Dodd	...	D50	Douglas	...	D66
Doeg	...	D51	Dove	...	D67
Dollman	...	D52	Dover	...	D68
Dominick	...	D53	Doveton	...	D69
Donald	...	D54	Dowle	...	D70
Donaldson	...	D55	Dowman	...	D71
Doncaster	...	D56	Downie	...	D72
Donlan	...	D57	Doyle	...	D73
Donnelly	...	D58	Drake	...	D74
Donovan	...	D59	Draper	...	D75
Dorman	...	D60	Dredge	...	D76
Dormieux	...	D61	Drew	...	D77
Dorrit	...	D62	Dring	...	D78

Druitt	...	D79	Durand	...	D95
Dryden	...	D80	Durrell	...	D96
Duberly	...	D81	Dutt	...	D97
Dubois	...	D82	Dyer	...	D98
Duckett	...	D83	Dyson	...	D99
Dudley	...	D84			
Duff	...	D85			
Dugan	...	D86			
Duke	...	D87	Eades	...	E11
Dullard	...	D88	Eagleton	...	E12
Dunbar	...	D89	Earl	...	E13
Duncan	...	D90	Earle, A.	...	E14
Dundas	...	D91	Earle, J.	...	E15
Dundee	...	D92	East	...	E16
Dunkley	...	D93	Eastgate	...	E17
Dunstan	...	D94	Easton	...	E18

Eates	...	E19	Edwards, G.	...	E35
Eaton	...	E20	Edwards, J.	...	E36
Eccles	...	E21	Edwards, P.	...	E37
Ecker	...	E22	Edwards, W.	...	E38
Eddington	...	E23	Egerton, A.	...	E39
Eden	...	E24	Egerton, J.	...	E40
Edgar	...	E25	Egerton, W.	...	E41
Edge	...	E26	Ehrle	...	E42
Edgington	...	E27	Ekhholm	...	E43
Edmiston	...	E28	Elderton	...	E44
Edmonds	...	E29	Eley	...	E45
Edmunds	...	E30	Elias	...	E46
Edward	...	E31	Elijah	...	E47
Edwardes	...	E32	Eliot	...	E48
Edwards, A.	...	E33	Elkins	...	E49
Edwards, E.	...	E34	Elliot, A.	...	E50

Elliot, J.	...	E51	Emerson, J.	...	E67
Elliott, A.	...	E52	Emile	...	E68
Elliott, J.	...	E53	Emmanuel	...	E69
Elliott, S.	...	E54	Emmer	...	E70
Ellis, A.	...	E55	Emmett	...	E71
Ellis, C.	...	E56	Emslie	...	E72
Ellis, H.	...	E57	England	...	E73
Ellis, R.	...	E58	English	...	E74
Ellis, T.	...	E59	Ennis	...	E75
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Power	...	P72	Prouse	...	P88
Poyntz	...	P73	Prowse	...	P89
Prager	...	P74	Prussia	...	P90

Pryde	... P91	Quinland	... Q—6
Pugh	... P92	Quinn	... Q—7
Pullar	... P93	Quinton	... Q—8
Purcell	... P94	Quirke	... Q—9
Purnell	... P95		
Purves	... P96		
Pushong	... P97	Rabbit	... R11
Pye	... P98	Rae	... R12
Pyster	... P99	Raffin	... R13
		Rainsford	... R14
		Rake	... R15
Quanbrough	... Q—1	Raleigh	... R16
Quantin	... Q—2	Ramsay	... R17
Quayle	... Q—3	Ranhut	... R18
Queen	... Q—4	Ranson	... R19
Quick	... Q—5	Rath	... R20

Rawlins	...	R21	Renan	...	R37
Ray	...	R22	Rennie	...	R38
Raymond, A.	...	R23	Renton	...	R39
Raymond, J.	...	R24	Reuss	...	R40
Rea	...	R25	Reynolds	...	R41
Rebeiro	...	R26	Rhodes	...	R42
Redfern	...	R27	Rice	...	R43
Reed, A.	...	R28	Richard	...	R44
Reed, J.	...	R29	Richards	...	R45
Reeve	...	R30	Richardson	...	R46
Rego	...	R31	Richelieu	...	R47
Reid, A.	...	R32	Richter	...	R48
Reid, J.	...	R33	Ricketts	...	R49
Reilley	...	R34	Riddell	...	R50
Reilly	...	R35	Ridge	...	R51
Remfrey	...	R36	Riley, A.	...	R52

Riley, J.	...	R53	Rockley	...	R69
Ripley	...	R54	Rode	..	R70
Rivers	...	R55	Rodgers	...	R71
Roach	...	R56	Rodney	...	R72
Robert	...	R57	Rodrigues	...	R73
Roberts	...	R58	Rodwell	...	R74
Robertson	...	R59	Roe	...	R75
Robey	...	R60	Rogers, A.	...	R76
Robin	...	R61	Rogers, J.	...	R77
Robinson, A.	...	R62	Rolfe	...	R78
Robinson, G.	...	R63	Rollo	...	R79
Robinson, R.	...	R64	Roman	...	R80
Robottom	...	R65	Ronald	...	R81
Robson	...	R66	Rooke	...	R82
Roch	...	R67	Roper	...	R83
Roche	...	R68	Rosario	...	R84

Rosbroy	...	R85		
Rose	...	R86		
Rosina	...	R87	Saba	...
Ross	...	R88	Sale	...
Rossillon	...	R89	Samson	...
Roth	...	R90	Sandell	...
Rouse	...	R91	Sandford	...
Rousseau	...	R92	Sargent	...
Row	...	R93	Scarr	...
Rowland	...	R94	Schaff	...
Rowson	...	R95	Schelle	...
Rundle	...	R96	Schiller	...
Ruskin	...	R97	Schmidt	...
Russell	...	R98	Schneider	...
Ryall	...	R99	Schopenhauer	...
			Schultz	...
				S24

Scott, A.	...	S25	Shorter	...	S41
Scott, J.	...	S26	Sibley	...	S42
Searle	...	S27	Sidney	...	S43
Sell	...	S28	Sievwright	...	S44
Serrao	...	S29	Silvester	...	S45
Seton	...	S30	Simpkins	...	S46
Seys	...	S31	Simpson	...	S47
Shakespeare	...	S32	Sinclair	...	S48
Shannon	...	S33	Skinner, A.	...	S49
Sharp	...	S34	Skinner, J.	...	S50
Shaw	...	S35	Smallwood	...	S51
Shelley	...	S36	Smiles	...	S52
Shelverton	...	S37	Smith, A.	...	S53
Shepherd	...	S38	Smith, F.	...	S54
Sheridan	...	S39	Smith, J.	...	S55
Shield	...	S40	Smith, N.	...	S56

Smith, S.	...	S57	Stephens	...	S73
Smollett	...	S58	Stephenson	...	S74
Smyth	...	S59	Sterling	...	S75
Snow	...	S60	Sterne	...	S76
Solomon	...	S61	Stevens	...	S77
Sommerfield	...	S62	Stevenson	...	S78
Spalding	...	S63	Stewart, A.	...	S79
Spencer	...	S64	Stewart, J.	...	S80
Spenser	...	S65	Stirling	...	S81
Spurgeon	...	S66	Stokes	...	S82
Stacey	...	S67	Stone, A.	...	S83
Stanford	...	S68	Stone, J.	...	S84
Starling	...	S69	Stotesbury	...	S85
Staunton	...	S70	Stowe	...	S86
Steele	...	S71	Strand	...	S87
Stein	...	S72	Stratton	...	S88

Strickland	...	S89	Tanner, J.	...	T14
Strong	...	S90	Tanny	...	T15
Stuart	...	S91	Tapp	...	T16
Stubbs	...	S92	Tate	...	T17
Sullivan	...	S93	Tatham	...	T18
Sully	...	S94	Taylor, A.	...	T19
Sutherland	...	S95	Taylor, G.	...	T20
Swain	...	S96	Taylor, R.	...	T21
Swift, A.	...	S97	Teal	...	T22
Swift, J.	...	S98	Teall	...	T23
Sykes	...	S99	Teare	...	T24
			Tedman	...	T25
			Temple	...	T26
Tacitus	...	T11	Tennant	...	T27
Talbot	...	T12	Tennyson	...	T28
Tanner, A.	...	T13	Terry	...	T29

Thackeray	...	T30	Thow	...	T46
Theodore	...	T31	Threlfall	...	T47
Thew	...	T32	Thruston	...	T48
Thistle	...	T33	Thurlow	...	T49
Thofte	...	T34	Thurston	...	T50
Thom	...	T35	Tickell	...	T51
Thomas	...	T36	Tillard	...	T52
Thompson, A.	...	T37	Timothy	...	T53
Thompson, G.	...	T38	Tipple	...	T54
Thompson, R.	...	T39	Tobin	...	T55
Thomson	...	T40	Tocqueville	...	T56
Thorburn	...	T41	Todd	...	T57
Thoreau	...	T42	Tofts	...	T58
Thornton	...	T43	Tolster	...	T59
Thorp	...	T44	Tomkins	...	T60
Thorpe	...	T45	Tomlinson	...	T61

Tompkins	...	T62	Tringham	...	T78
Toms	...	T63	Tristram	...	T79
Tourin	...	T64	Trotter	...	T80
Towls	...	T65	Truster	...	T81
Townend	...	T66	Truyen	...	T82
Townsend	...	T67	Tubbs	...	T83
Tracy	...	T68	Tuck	...	T84
Trafford	...	T69	Tucker	...	T85
Traill	...	T70	Tulloch	...	T86
Travers	...	T71	Turin	...	T87
Treherne	...	T72	Turnbull	...	T88
Tremearne	...	T73	Turner, A.	...	T89
Trench	...	T74	Turner, J.	...	T90
Tresham	...	T75	Tutting	...	T91
Trevor	...	T76	Tweedale	...	T92
Trimming	...	T77	Twells	...	T93

Twigg	...	T94	Uzielli	...	U—9
Twomey	...	T95			
Tydemar	...	T96			
Tyler	...	T97	Vachell	...	V11
Tyndall	...	T98	Vaid	...	V12
Tyson	...	T99	Vaillant	...	V13
			Valantine	...	V14
			Valantyne	...	V15
Ubsdel	...	U—1	Valentine	...	V16
Ulrich	...	U—2	Vallent	...	V17
Underhill	...	U—3	Vallis	...	V18
Underwood	...	U—4	Vambery	...	V19
Unwin	...	U—5	Vandeleur	...	V20
Urquart	...	U—6	Vanderhide	...	V21
Urwin	...	U—7	Vanderprett	...	V22
Usher	...	U—8	Vanderspar	...	V23

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Vanderwall	...	V24	Venables	...	V40
Vandyke	...	V25	Venis	...	V41
Vanneck	...	V26	Venn	..	V42
Vanquin	...	V27	Venning	...	V43
Vanwart	...	V28	Venter	...	V44
Vardon	...	V29	Venters	...	V45
Varley	...	V30	Ventris	...	V46
Varvill	...	V31	Verde	...	V47
Vassel	...	V32	Verhœft	...	V48
Vaughan	...	V33	Verhorst	...	V49
Vaux	...	V34	Verine	...	V50
Vaz	...	V35	Vermeire	...	V51
Veal	...	V36	Vernal	...	V52
Years	...	V37	Verne	...	V53
Veitch	...	V38	Vernide	..	V54
Vell	...	V39	Vernieux	...	V55

Vernon	... V56	Villien	... V72
Verrier	... V57	Villiers	... V73
Vial	... V58	Vinay	... V74
Vianna	... V59	Vincent	... V75
Vibart	... V60	Vine	... V76
Vibert	... V61	Viney	... V77
Vicars	... V62	Vining	... V78
Vickers	... V63	Vinton	... V79
Vico	... V64	Viollette	... V80
Victor	... V65	Vion	... V81
Victoria	... V66	Virgil	... V82
Vidal	... V67	Virtue	... V83
Vieux	... V68	Viscardi	... V84
Vieyra	... V69	Vissac	... V85
Vigor	... V70	Vivian	... V86
Villa	... V71	Vogel	... V87

Voice	...	V88	Walker	...	W13
Voight	...	V89	Wallace	...	W14
Vokes	...	V90	Waller	...	W15
Volkers	...	V91	Wallis	...	W16
Voltaire	...	V92	Walter	...	W17
Voss	...	V93	Ward, A.	...	W18
Vost	...	V94	Ward, J.	...	W19
Vousley	...	V95	Waring	...	W20
Vowler	...	V96	Warren	...	W21
Vuliez	...	V97	Warwick	...	W22
Vyall	...	V98	Watson	...	W23
Vyvyan	...	V99	Watt	...	W24
			Waugh	...	W25
			Webb	...	W26
Waddell	...	W11	Webster	...	W27
Wagner	...	W12	Weir	...	W28

Wellesley	... W29	Wickham	... W45
Wellington	... W30	Wickwar	... W46
Wellwood	... W31	Wiggins	... W47
Wesley	... W32	Wilkins	... W48
West	... W33	Wilkinson	... W49
Wexman	... W34	Will	... W50
Weymouth	... W35	William	... W51
Whalley	... W36	Williams	... W52
Wheatley	... W37	Williamson	... W53
Wheeler	... W38	Willmer	... W54
Wheler	.. W39	Willmo	... W55
White, A.	.. W40	Willows	... W56
White, J.	... W41	Wilson, A.	... W57
Whitham	... W42	Wilson, G.	... W58
Whittaker	... W43	Wilson, R.	... W59
Whyte	... W44	Winchester	... W60

Windle	... W61	Woodthorpe	... W77
Winter	... W62	Woodward	... W78
Winthrop	... W63	Woolcomb	... W79
Wise, A.	... W64	Wooldridge	... W80
Wise, J.	... W65	Woon	... W81
Wolf	... W66	Wootten	... W82
Wolfe	... W67	Wordsworth	... W83
Wollaston	... W68	Worsley	... W84
Wolsey	... W69	Wotherspoon	... W85
Wood, A.	... W70	Woulfe	... W86
Wood, J.	... W71	Wrangham	... W87
Woodgate	... W72	Wren	... W88
Woodhouse	... W73	Wright, A.	... W89
Woodley	... W74	Wright, J.	... W90
Woodman	... W75	Wrightman	... W91
Woodside	... W76	Wrixon	... W92

Wroughton	... W93	Xydis	... X—8
Wueste	... W94	Xym	... X—9
Wurth	... W95		
Wutzler	... W96		
Wylie	... W97	Yakoob	... Y—1
Wyndham	... W98	Yates	... Y—2
Wyper	... W99	Yeaman	... Y—3
		Yeoman	... Y—4
		Young, A.	... Y—5
Xantas	... X—1	Young, G.	... Y—6
Xaveria	... X—2	Young, R.	... Y—7
Xavier, A.	... X—3	Yuill	... Y—8
Xavier, G.	... X—4	Yule	... Y—9
Xavier, R.	... X—5		
Xenophon	... X—6		
Xerxes	... X—7		

Zabier	... Z--1	Ziech	... Z--7
Zachariah	... Z--2	Zorab	... Z--8
Zardis	... Z--3	Zutshi	... Z--9
Zeller	... Z--4		
Zeppelin	... Z--5		
Zerker	... Z--6		

The principles governing the use of the above table are simple. All books by A. Abbott receive the number A12. If he has written two in the same class, distinguish them by adding the initials of their titles. Thus, supposing we have his "High School Algebra" and his "College Algebra", the first would be numbered 512-A12H; the second, 512-A12C.

The first book in a class by any given author need not bear the title initial, but it is good economy to make a practice of using it, as the nuisance of duplicate numbers may thereby generally be avoided.

It should be understood that A12 is the number, not alone for A. Abbott but for all the Abbotts down to J. Abbott, who bears the number A13, as do all other persons whose names alphabet between his and Abe's. A29 is the number not only for Albert but also for Alden, because Alden alphabets between Albert and Alder, which is A30. It would seem

that this would lead to confusion and the assignment of the same number to different names. But this is the case only rarely, for it is improbable that we shall have books *in the same class* by both A. Abbott and B. Abbott. While if we give these gentlemen the same author number for books written by them in *different classes*, it makes no difference whatever and no confusion will result. It does occasionally happen, however, that we have books in the same class by two men to whom would naturally be assigned the same author number. When this does occur we simply allow one of them an extra figure, arranging to keep them still in alphabetical order. Thus if the Abbott family were to go in heavily for writing algebras, we should let A. Abbott be A12; B. Abbott, A121; and H. Abbott, A129. Book numbers, be it understood, are always to be read decimaly; thus A129 precedes A13 on the shelf and in the shelf-list.

Libraries which use only the author number with fiction, and those which arrange individual biography all under B as class number, with an "author number" taken from the name of the biographee, will do well to use three figures always in these classes. This is because there will be a multitude of names in the same class in these cases, and duplicate numbers will otherwise frequently result. If good judgment is used in the expansion of the numbers, as illustrated

in the case of the Abbotts above, and if they are written into the table for future use *in these classes only*, there will be no confusion.

It should be noted that in the case of individual biography, where the book number is derived from the name of the biographee, the initial of the author is used after it instead of the initial of the title, as in all other cases. Thus all lives of Akbar will bear the number B-A28 ; but one by Brown will be B-A28B, and one by Green, B-A28G, thus keeping all of Akbar's lives together arranged alphabetically according to their authors.

CHAPTER VIII.

The three book records.

The well-trained, conservative librarian keeps three book records : (1) the *accession book*, a list of the books in the order in which they have been added to the library ; (2) the *shelf-list*, arranged according to classes in the order in which the books stand on the shelves ; (3) the *dictionary catalogue*, containing entries for the authors, titles and subjects of the books arranged together in a single alphabet.

1. The accession book being chronologically arranged, new entries are added always at the end, so intercalation is not necessary and there is no reason why this record should be kept on cards. Accordingly it is always in ledger form. In the accession book are recorded the description and business details concerning each volume added to the library. These details ordinarily will not interest the public, and the accession book is primarily an office record. When a book is lost by a reader or discarded as worn out, the accession record tells when, where, and for how much it was purchased, and therefore what will be the cost of replacing it. It is the business record

of the cost of the collection for insurance purposes also, and as such it is well to keep it in a fire-proof safe. From the accession book, statistics of the library's growth during any given period may readily be compiled.

2. The shelf-list is the list of books arranged as they stand on the shelves. They stand on the shelves according to their classification, so new books and new shelf-list cards are slipped in between old ones wherever their subject matter demands. Each shelf-list card bears the accession number of the book which it represents. The shelf-list is therefore the key to the information to be found only in the accession book. The shelf-list is the indispensable record if an inventory of the books is to be taken, and this should be done each year. This record also serves pretty well, with the aid of the "Relative Index" of the Decimal Classification, as a subject catalogue of the collection.

3. The dictionary card catalogue is on the whole the best key to a living collection of books that has yet been devised. The modern efficient library is essentially a living organism, incessantly eliminating outworn, effete matter, incessantly incorporating in itself the new matter which fulness of life renders most serviceable. No printed catalogue can possibly keep up with this constant change. It will always contain entries for books no longer in the

collection ; it will never contain entries for the books generally most eagerly sought,—the newest additions. To be sure, there may be supplements ; but even with many supplements the printer can never quite keep up with the actual status of the collection, and the more supplements there are the more tedious becomes the search for a given item. How much better to be able to tell your readers, “ This catalogue is an exact record of the present state of the library. It contains entries for every book in the collection *and for no others*. If you know the name of the author you are seeking, look under that name in the catalogue. If you know only the title of the book you seek, look for the first word of that title not an article. If you know no authors or titles, but only that you seek a book on photography, look under *Photography*. All entries—author, title, and subject—are arranged in a single alphabet like the words in a dictionary. If you can look up a word in a dictionary, you can look up a book in this catalogue.” The readers will be shy of the new contrivance at first and will have to be encouraged and helped a bit in its use. But a well-made dictionary card catalogue is really quite simple and easy to understand—from the outsider’s point of view at any rate. In American libraries every year thousands of boys and girls eight and ten years old are taught to use it. And the teaching occupies only a few minutes. It is worth while to

place on the catalogue cabinet a clearly lettered notice giving a brief explanation of its contents. This may easily be boiled down to about a hundred words.

CHAPTER IX.

Library handwriting.

We have just been considering the library's three principal records. The catalogue is constantly used by the public; the shelf-list, frequently; the accession book only occasionally by some reader who perhaps wishes to see a list of the books most recently added. If we are to realise our ideal of good service to the public we must make the use of our records as easy as we can. To this end the handwriting in these records must be legible, uniform, and neat. When one hears that "the readers don't like to use the card catalogue", investigation almost invariably reveals a homemade-looking card cabinet, its stick-fast drawers without any indication of their contents, which comprise a motley array of soiled cards of various shapes, sizes, colors and thicknesses, some loose and some fastened in, covered with handwritings variously illegible, and with no guide cards. This is a picture of all that a catalogue should not be. The compilers of such a catalogue may have all the rules and exceptions of a most elaborate code at their fingers' ends, and yet produce a mere abomination, so far as practical usefulness is concerned.

It is absolutely essential to efficiency that all library workers use a uniform and pre-eminently legible style of handwriting in all permanent work. This fact was long ago realized at the New York State Library School, and after much experimentation and study a form of handwriting was adopted which has now become the standard "library hand". We quote below the rules which should govern the practice of those wishing to acquire this hand, and with the rules will be found samples of both the joined and disjoined hands. The joined hand should be used for writing catalogue cards, shelf-list cards, and (less painstakingly) the accession record. The disjoined hand is better for guide cards, labels, book-plates, date slips, book cards, shelf labels, signs, notices, etc. Use a good, non-copying, black, permanent ink everywhere save on labels and other surfaces which may be much handled, where it is better to use a waterproof drawing ink, usually called Chinese ink in India.

Rules for handwriting.

- "1. *Ink*.—Use only standard library ink and let it dry without blotting.
- "2. *Position*.—Sit squarely at the desk and as nearly erect as possible.
- "3. *Alphabets*.—Follow the library hand forms of all letters, avoiding any ornament, flourish, or lines not essential to the letter.

" 4. *Size*.—Small letters, taking m as the unit, are one space or two millimeters high; *i.e.*, one-third the distance between the rulings of the standard catalogue card.

" Capitals and extended letters are two spaces high above the base line or run one space below, except t, the character &, and figures, which are one and one-half spaces high.

" 5. *Slant*.—Make letters upright with as little slant as possible, and uniformly the same, preferring a trifle backward rather than forward slant.

" 6. *Spacing*.—Separate words by space of one m and sentences by two m's. Leave uniform space between letters of a word.

" 7. *Shading*.—Make a uniform black line with no shading. Avoid hair line strokes.

" 8. *Uniformity*.—Take great pains to have all writing uniform in size, slant, spacing, blackness of lines and forms of letters.

" 9. *Special letters and figures*.—In both joined and disjoined hands dot i and cross t accurately to avoid confusion: *e.g.*, Giulio carelessly dotted has been arranged under Guilio in the catalogue. Cross t one space from line. Dot i and j one and one-half spaces from line. In foreign languages special care is essential.

" *Joined hand*.—Connect all letters of a word into a single word picture. Complete each letter; *e.g.*,

SPECIMEN ALPHABETS AND FIGURES

Joined hand

A B C D E F G H I J K L M
O P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p
r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 &

Take great pains to have all
writing uniform in size, slant,
spacing & forms of letters.

Disjoined hand

A B C D E F G H I J K L M N
P Q R S T U V W X Y Z
a b c d e f g h i j k l m n o p
r s t u v w x y z
1 2 3 4 5 6 7 8 9 0 &

Take great pains to have all
writing uniform in size, slant,
spacing & forms of letters



do not leave gap between body and stem of *b* and *d*, bring loop of *f* back to stem, etc.

" Avoid slanting *r* and *s* differently from other letters. They should be a trifle over one space in height. The small *p* is made as in print, and is not extended above the line as in ordinary script.

" *Disjoined hand*.—Avoid all unnecessary curves. The principal down strokes in *b*, *d*, *f*, *h*, *i*, *j*, *k*, *l*, *m*, *n*, *p*, *q*, *r*, *t*, *u*, and the first line in *e*, should be straight.

" Make all the small letters, except *f*, *i*, *j*, *k*, *t*, *x* and *y* without lifting pen from paper.

" Make *g* and *Q* in one stroke, moving from left to right like the hands of a watch. Begin on the line.

" Take special pains with the letter *r*, as carelessly made it is easily mistaken for a *v* or *y*.

" Make the upper part of *B*, *R* and *S* a trifle smaller than the lower part.

" *Figures*.—Make all figures without lifting the pen. Begin *4* with the horizontal line. Make the upper part of *3* and *8* smaller than the lower part; *8* is best made by beginning in the center."

CHAPTER X.

The accession and withdrawal books.

We may now proceed to a more detailed description of the accession book. This is a blank book specially ruled, lettered and numbered for library purposes. A book of the right size, shape and horizontal ruling may be obtained from most stationers, but it will be necessary to rule each page vertically, and it is worth while to purchase one of the Library Bureau's regular "Condensed accession books". They are usually kept in stock in the London office. A well bound book of 5,000 lines, "half-numbered", which will record 5,000 volumes, costs Rs. 15.

The accession book should contain a description and history of every book on the library's shelves. At the top of each page is the date of entry. Then come spaces for recording for each book, on a single line, the accession number, author, title, place of publication and publisher, date of publication, number of pages, size, style of binding, whence obtained, cost, class number, book number, volume number and remarks.

Each book and each volume of a set has a separate accession number and a separate entry. Each entry occupies a line; the lines are numbered from one up to such a number as the library has volumes. The

number of each line, called the accession number, is written underneath the call number on the back of the title-page of the book described on that line. The accession number appears also on the shelf-list card for each book.

The accession book is a life history of every book in the library. It forms such a record as any business-like person would wish to have of property entrusted to his care. It is also a catalogue of all books in the library, and a useful catalogue as long as the library is small. Knowing readers often ask to see the latest entries in the accession book in order to ascertain what new books have recently been added. Never use an old accession number for a new book, even though the original book has disappeared from the library, and never assign a single accession number to a whole set of books.

The *remarks* column is usually reserved for recording the ultimate fate of each entry. One may see frequently in old accession books such notes in this column as "Discarded", "Lost and paid for by reader", "Missing at inventory", "Destroyed—contagious disease", etc. Such entries should always be accompanied by the date.

As an adjunct to the accession book, the systematic librarian will keep a similarly numbered and arranged *withdrawal book*. Almost any ruled blank book will do for this. Each withdrawal should be entered in

this book, numbering the first *one*, and so on. Beside the withdrawal number, the author, title, accession number, and reason for withdrawal are the only particulars that need be recorded here. It will be seen that accession book and withdrawal book together are invaluable for statistical purposes. The number of books in the collection may at any time be ascertained by subtracting the highest number in the withdrawal book from the highest number in the accession book.

After entry in the accession book, the accession number is written in ink on the back of the title-page under the call number. Careful librarians write it on the book-plate as well, and on the bottom of the book card. This is usually the time also for lettering the call number on date-slip, book card and label, remembering that waterproof drawing (Chinese) ink should be used for the label. After this has dried the label should be carefully varnished with shellac or "label varnish" to prevent soiling.

A good many librarians consider the accession book an obsolescent if not actually an obsolete piece of machinery, preferring to keep by other means a record of the necessary facts which it contains. Doubtless too much time has sometimes been spent on the accession book in the past. As it is mainly an office record and only occasionally referred to, there is no real need for writing it in the elaborately legible, painstaking and time-consuming "library hand."

Again, some of the descriptive items that it contains may be dispensed with. We certainly do not need the place of publication, as this can readily be found if we know the publisher. The columns for the number of pages, size, and style of binding may also be left blank without much loss. They help us to visualize the book, it is true, but a given item may almost always be identified if we know author, title, date, publisher, source, price, call number, and accession number. Having these details, we can generally ascertain the number of pages, size, and style of binding from our trade bibliographies.

We find that those who do without the accession book, record somewhere else the information that it contains. They usually number each invoice as received and preserve it permanently in a big bill-book; on the shelf-list cards beside the usual matters they record the source and cost, and for the accession number a bill number is there substituted; while the publisher's name and perhaps other descriptive items are entered on the main catalogue card. All these things take time,—probably more than the old-fashioned accession book, if kept in a common-sense way. And no figures are available for stating the number of volumes in the library, unless the plan is still further elaborated. But the battle for and against the accession book still rages, and the individual librarian must decide this matter for himself.

CHAPTER XI.

The shelf-list and its two uses.

When the accession book is retained, entries on the shelf-list card are as follows: in the upper left-hand corner the call number is written, the class number on the top line, the author number on the second; then on the top line at the left-hand vertical ruling comes the author's surname or, as some prefer, his name in "subject fulness" (surname and given name, if only one of the latter,—otherwise surname and initials only); then on the second line at the right-hand vertical ruling, the title of the book, shortened somewhat if this seems desirable, but never omitting the initial word unless it be an article; then the date; and finally the number of volumes if more than one. The accession number is written on the fourth line from the top, in the left-hand margin, directly under the call number. In the rare cases where the title extends down to the fourth line, the accession number is written on the fifth line.

Unlike the accession entry, which requires a line for every single volume, a single shelf-list entry may cover a set of a hundred volumes if all of them carry

the same class and book numbers. The inclusive accession numbers then are written, for example, 463—562.

As shelf-list entries are seldom long or elaborate, a shallower card than the standard catalogue card may be used. Being consulted less frequently, too, the shelf-list may be on lighter paper stock than the catalogue. A saving may therefore be effected by those libraries which care to keep the two sizes and weights of cards in stock. As all good cards must at present be imported, this may not be worth while for the small library which does not use many shelf-list cards, and the standard catalogue cards may be used for shelf-list purposes. Shallower drawers, too, will accommodate the standard shelf-list cards, and special shelf-list cabinets are made by the library furniture houses; but few Panjab libraries will find it worth while to purchase one of these as the shelf-list, in the small library, may be accommodated in a section of the catalogue cabinet. Whichever size of card is used for the shelf-list, plenty of guide-cards of the same size will greatly facilitate its use, as in the case of the card catalogue.

The size of the standard shelf-list card is 5 by 12.5 cm., and it is just about as important to have these exactly right and uniform in size, ruling, punching and thickness, as it is in the case of the catalogue cards. A sample shelf-list entry is given

below, but it is not drawn exactly to scale :—

942	Fletcher.
F57	Introductory history of Eng-
564 3—4	land. 1911. 4 v. in 2.

○

Shelf-list cards are filed, as books are shelved, according to their class numbers; *i.e.*, in classified order according to the subject matter of the books they represent. With the aid of the relative index of the “D.C.” the shelf-list may be used, therefore, by the public and the library staff, as a subject catalogue. Suppose a reader wishes to know what books the library has on the subject of English history. He looks in the index under England and finds that the number for English history is 942. Consulting the shelf-list drawer containing the cards bearing this class number, he finds there a card list of all the books classified as English history.

It may be asked, why then should we place subject cards in our dictionary catalogue if the shelf-list is a satisfactory subject catalogue? The answer is that it is *not* an entirely satisfactory subject catalogue, and for this reason. A book cannot be in two places at once, though it may deal with more than one subject. We must choose its most prominent characteristic; and then classify it, make its shelf-

list card, and place it on the shelves accordingly. For example, Morley's "Life of Gladstone" contains a deal of English history, yet we shall not find it shelf-listed under 942; for it is primarily a biography and will be so classified and shelf-listed. This is why the shelf-list is not of itself a *complete* subject catalogue. In the dictionary catalogue the book just mentioned will be found under *England-History*, as well as under *Gladstone, W.E.*, but not in the shelf-list unless we make of it a regular *classed catalogue*, which would interfere with its other and principal sphere of usefulness,—in taking inventory.

Every shopkeeper that knows his business finds it worth his while periodically to take account of stock. In this process he discovers goods that are out of place, goods accounted lost, overstock in certain classes of goods, and perhaps previously unsuspected deficiencies in other directions. The librarian will find it to his advantage to be no less systematic and careful of his stock in trade than the shopkeeper. An inventory of the whole collection should be taken each year. This task may be undertaken and carried to completion during a slack season, or the work may be spread over the whole year, one or more classes receiving attention each month. In taking inventory the shelf-list is indispensable. The work will be facilitated if two persons work together. The shelf-list drawer containing cards, let us say, for the

history books is taken to the history shelves. After the books have been arranged exactly in their proper order, one person "reads the shelves" (*i.e.*, reads the call numbers on the labels of the books), while the other follows, turning over the corresponding shelf-list card for each number as it is read. Certain items present in the shelf-list will be missing on the shelves, and the numbers for these are carefully noted down, to be subsequently searched for among the books charged to borrowers, those charged to the binder, those on the mending shelves, etc. The irreducible minimum of missing numbers must be reported in statistics as "missing at inventory." And this fact must be noted on the appropriate entries in the accession book and shelf-list, while the cards belonging to them should be withdrawn from the catalogue. The wanderers should be searched for from time to time throughout the year, and those that do not mysteriously turn up—many of them will—before or at the next inventory, must be accounted lost and entered in the withdrawal book.

CHAPTER XII.

The catalogue : author entries and name references.

Formerly it was the custom to have three separate catalogues for author, title, and subject entries, in libraries enterprising enough to list their books in all three ways. Finally it occurred to someone that there was no good reason why the three forms of entry should not all be filed together in a single alphabet. It was discovered to be much simpler to direct the reader to "the catalogue", rather than to explain to him that there were three catalogues and that he must look in the one "over there", the title catalogue, if he desired to ascertain whether the library contained a book called "Won by waiting." For convenience in exposition, the three kinds of entry that made up these varieties of catalogue will be separately considered in this and the two following chapters.

Where the author of a book is known, an author card is always made and this is the "main card" for the book, containing a fuller title and in some libraries more details of the imprint than the other cards. In the upper left-hand corner of the card, on the first

and second lines, is written the call number of the book, as in the case of the shelf-list card. Then comes the writing of the author's name on the card, an apparently simple matter, but one that has made necessary the formulation of hundreds of rules and exceptions in the cataloguing codes. Space considerations forbid us to do more here than state a few general principles bearing upon this matter.

The author's name on all cards is written "out," that is, beginning at the first or left-hand vertical line on the standard catalogue card. In the case of Europeans, the name is always given in inverted order: the surname first, followed by a comma, then the given name or names, or their initials. For any but very large libraries it is sufficient to give the name in "subject fulness" (defined in the previous chapter). The practice as to the entry of oriental names is just now in a state of transition and for them no definite rules can be given. It may be said, however, that the present tendency seems to be toward Europeanizing such names, especially in the case of Bengalis, who may safely be entered under their last names like Europeans.

This all seems simple enough. But what if a man or woman have several surnames? Under which shall he be entered? As a general principle it may be said that the choosing of a name for entry is a minor matter so long as we are certain (1) to enter all of an

author's books under the same form of name, (2) to refer to the form chosen from all other forms under which a reader would be apt to look.

It was formerly the rule in England to enter all noblemen under their family names, with references from their titles. In America the rule was just the reverse. To-day in both countries the tendency is toward entering under the *best known* form of name, whatever it may happen to be, with references from all the other forms to the one chosen.

This tendency to sacrifice consistency to common sense holds good also in the case of pseudonymous writers, married women authors, etc. An objection may be raised that as usage changes, it may be necessary to change many entries in our catalogue. This is true, but the same objection was often raised to the former practice, when the long-suffering librarian sometimes groaned under the necessity of altering cards several times when a woman writer married successively several husbands, or when a literary lord climbed to the higher rank of viscount, earl or marquis.

Following the author's name, on the second line, "in" (at the right-hand vertical line), comes the title of the book. The initial article (*a*, *an*, or *the*) is practically always omitted, the rule being to begin the title "with the first word not an article." If the title is too long for convenience it may be shortened, though

not to any extent at its beginning, as we have seen. If words are left out, the omission should be indicated by inserting in their place three dots (. . .). The punctuation of the title may be added to or changed if it seems best, but the sense must not be altered or lost through abbreviation or changes in punctuation, and it must be so arranged that all of the title used will be comprised in a single sentence. If the title extends beyond the line on which it began, the second and succeeding lines are brought "out" to the left-hand vertical line so as to come directly under the beginning of the author's name.

Many librarians think it well to describe the book in some detail on the author card giving particulars as to imprint, etc. But the present tendency is to omit these, and Panjab librarians are advised to give only the date and the number of volumes (where more than one) after the title, except in very special instances of rare and valuable books and manuscripts. (Where no date is given, write *n. d.* in place of it; this applies also to title, subject and self-list cards.)

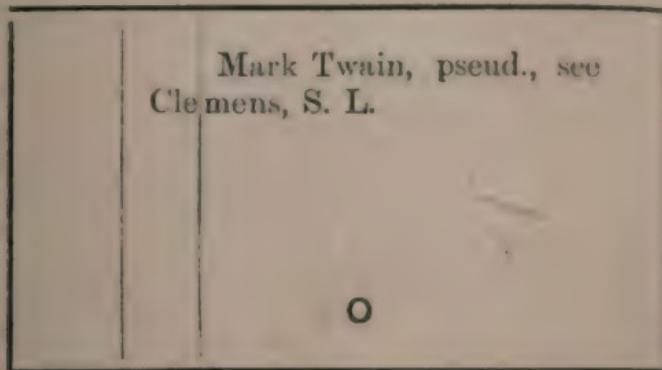
823 C42P	Clemens, S. L. Prince and the pauper. 1895. 2v.
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Sample author card.

If a work is in more than a single volume, and each has a title of its own, it is well to give "contents by volumes." To do this write the word *Contents* "in," on the second blank line after the title, date and number of volumes. On the lines directly below *Contents* write the titles of the several volumes beginning each title "in," at the right-hand vertical line, and keeping the space between the vertical lines for *v. 1*, *v. 2*, etc.

On the back of the author card should be roughly noted in pencil memoranda of any other cards that have been made for the same book. This is done in order that all cards for any book may be found and removed from the catalogue, should the book be subsequently lost or withdrawn from the library.



Sample name reference.

Where it is necessary to make a "name reference" from a form of name not used to the one chosen, one writes first on the card on the top line, "in,"

the name *not* chosen ; then, after a little space, the word *see* ; then on the second line, "out," the name chosen for entry, exactly as it appears on the author card. As this is a general name reference card, not referring to any specific book but to all this author's works, it bears no call number. A similar form of reference is made for "joint authors." Where Jones and Brown write a book together we begin the author card with *Jones, A. B. and Brown, C. D.*, and make a reference card as follows : *Brown, C. D., joint author, See Jones, A. B. and Brown, C. D.*

(The best cataloguing manual for the Panjab librarian is probably Miss Hitchler's "Cataloging for small libraries," to be had of the A. L. A. Publishing Board, 78 E. Washington St., Chicago, U. S. A., for about Rs. 4-4.)

CHAPTER XIII.

The Catalogue ; title entries and title references.

This will be a short chapter, as the title side of the dictionary catalogue is a simple matter and easy to explain.

To make a title card, write first the call number of the book in the upper left-hand corner of the card as usual. Then beginning on the top line, "in," write the title of the book, shortened to as few words as possible, indicating omissions by the three dots (. . .) as on the author card, and beginning always with the first word not an article. The words at the beginning of the title must not be numbered among those omitted, as it will be under those that the book will be sought for in the catalogue. If the title extends to two or more lines, begin them all "in," at the second vertical line, so as to keep for the author's surname its usual prominent place "out," at the first vertical line. After the title leave a short space, then write the date, to be followed by another space and the number of volumes, if more than one, exactly as on the author card. Then finish the card by writing the author's surname "out," on the line below. Call

number, short title, date, number of volumes, author's surname : these are the only items that are placed on the title card. And a very short title is all that is necessary ; it need not be so long as on the author card.

The only difficulty about title cards is to know when to make and when to omit them. " Make title cards for all works of fiction, all plays and poems published singly or separately, all books published anonymously . . . , all books published under a pseudonym, and all books with striking or catch titles. If a book is well-known by any part of its title [" David Copperfield " is an example] , . . . or by a binder's title, a changed title, or any title differing from the title page, make an added entry under that title : that is, in addition to your regular title card, make an extra title card or cards, bringing out the catch word under which the book may be known and asked for."

Do *not* make title cards for non-fiction titles published under the author's real name beginning with stock phrases like " History of," " Introduction to," " Essay on," " Dissertation upon," etc., etc. A reader rarely recalls the particular phrase with which such titles begin, and he will naturally look under the subject or the author's name for such books ; so a title card is useless.

" Whenever you can, make a *title reference* in-

stead of a title card. This can always be done for the various editions or translations of a classic or other well-known work. To explain: if you have in your library many editions of the same book, for instance the *Iliad* of Homer, or *Macbeth* by Shakespeare, make one card under the title for that book,—in other words, one title reference, which will refer the reader to the main or author cards for all added information. This card will read as follows: ‘*Iliad*, see Homer,’ or ‘*Macbeth*, see Shakespeare, William,’ and thus will serve to economise time, space and material. Omit the call numbers on these title reference cards, as the call numbers will be different for different editions of the book.

823 C42P	Clemens.	Prince and the pauper. 1895.
		O

Sample title card.

CHAPTER XIV.

The Catalogue: subject entries and subject references.

It is possible for a library to get along passably well with an author-and-title catalogue, using the shelf-list (with the aid of the "D. C.'s" Relative Index) as a subject catalogue. This, however, is only a makeshift and sooner or later every librarian who aspires to the highest efficiency will wish to include subject entries in his catalogue for his non-fiction books. Works of fiction do not require them, though faddists sometimes make them even for books of this class.

The one indispensable tool for developing this side of the catalogue is the "List of subject headings for use in dictionary catalogs," latest edition, issued by the A. L. A. Publishing Board, 78 E. Washington St., Chicago, U. S. A., and to be had of them for about Rs. 8-8, postpaid.

To make a subject card, write the call number of the book as usual in the upper left-hand corner of the card; then, *always* with the aid of the "List of subject headings," decide upon the heading that best fits the book, and write it in red ink on the top line

of the card, beginning "in" at the second vertical line ; on the *second* line below—the third line on the card—write the author's surname, "out" at the first vertical line as usual ; on the line below the author's name, "in", write the title of the book as briefly as possible, but retaining enough of it to show why the book is placed under the subject heading chosen ; follow the title and conclude the card with date and number of volumes (if more than one) as usual. Some books treat of more than one subject. For these, of course, more than one subject card will be required.

This sounds fairly simple. But one must be very careful indeed if one would construct a catalogue that is always complete and consistent and never confusing or misleading. It would never do, for example, to place a book under *Economics* to-day and a similar book under *Political economy* to-morrow, for it is clear that all of the library's resources on a given subject must be set forth under a single heading, else some books will not be found when wanted. If we look in our "List of subject headings" we shall find that *Economics* is the heading chosen. But how shall we take care of the reader who looks for the subject *Political economy*? If he finds nothing there, it may not occur to him to look under *Economics*, and he will conclude that ours is a wretched library, to have no books on so important a subject.

It is our business to direct him, then, to look under *Economics*, and accordingly we make what is called a subject reference card (in red ink, like the subject headings) as follows, to be filed among the P's : *Political economy, see Economics.* This is a "see" reference. The heading to be referred from is written on the top line, "in", followed by a comma, a short space, and the word "see"; on the second line, "out", is written the heading to which we are referring. The "see" reference means "there is nothing here; look in that other place". But we have in addition, "see also" references. For example we shall have a card reading, "Sociology, see also Economics". This tells the sociological enquirer, "Yes, we have books on sociology; but if you are interested in sociology and wish to know of all we have bearing upon that subject, you had better look under *Economics* also, for many books entered only under that heading are closely concerned with sociology".

As each subject heading chosen is used, underline it in the "List of subject headings" for your future guidance. Be chary about using any subject heading not in the "List", but occasionally you will have to do this. When this necessity occurs write the heading used at its proper alphabetical place, on one of the left-hand pages of the "List" left blank for the purpose.

When a "see" or "see also" reference is made, be careful to check it in the book of subject headings.

For a reference once made will do for all time. It would of course be arrant waste to make a card saying "Political economy, see Economics", whenever we place a book under the latter heading.

A great many references are suggested in the "List". Be careful not to make one until you have something under the heading referred to. For example you will not win the thanks of your readers if you say "Economics, see also Apprentices," and then have nothing to offer them under the latter heading when they have taken the trouble to look it up.

In the "List", "see" references are distinguished from "see also's" by being followed by the letter *s*, in curves. All without the *s* are "see also's." Distinguish carefully between these two forms. It is disastrous to use one when you mean to use the other.

As a rule, refer only from the general to the particular. Say "Economics, see also Factory system"; not, unless for a very good reason, "Factory system, see also Economics." Entries should be always as specific as possible. If you have a book on the *Factory system*, enter it under that heading, with references from *Economics*, and from *Labor and laboring classes*. Then he who knows that he wants a book on the *Factory system* will find it at once by looking under that heading, while he whose ideas are more vague, knowing only that he wishes something on *Economics* or *Labor*, will be directed to the *Factory*

system from those headings, if that is the phase of the larger subjects in which his interest chiefly lies. It will usually be no kindness, however, to direct a reader who really wants information about the *Factory system* to "see also Economics"; especially if we have a book on the specific topic. Hence we rarely find it necessary to refer from the particular to the general.

Cards and space often may be saved by entering many references on one card. For example, as we acquire books on the several subjects we can add them to our card "Economics, see also Factory system", and make it read "Economics, see also Factory system; Interest; Land; Profit sharing". The only objection to this course is that these subjects will not naturally come along in alphabetical order—a considerable advantage when there are many of them. This difficulty may be obviated by arranging the subjects in alphabetical order and so copying the card. But it is only necessary to do this when as many as eight or ten subject references have accumulated on a card.

As the "List of subject headings" is an American book, the sub-heads under countries have all been placed under *United States*. These same sub-heads may of course be used with India, England, or any other country.

The "List" contains almost no geographical or personal subject headings. These should all be entered

as used on the blank pages in their proper alphabetical positions. Many Indian geographical and personal names used as subjects will require "see" references, as their spelling has not become fixed. Choose whichever form seems wisest, then use the same one consistently and do not forget to refer to it from all other spellings, both in the catalogue and for your future guidance in your "List of subject headings". Do not neglect to read *and study* the four-page Introduction to the "List". If you will do this the difficulties incidental to its use will soon disappear with practice.

For some years Miss Hitchler has employed a certain short cut in subject cataloguing. I take the liberty of quoting three paragraphs on the subject from "Cataloguing for small libraries".

"For many subjects it is possible to make subject *reference* cards such as we have been making and using with marked success in some of the branches of the Brooklyn Public Library for years. By subject references I mean references from the names of such classes in the Dewey Decimal classification (or any other) as cover a single definite subject, to the books arranged under that class number on the shelves. For example, for all books on physics, instead of making separate subject cards under the heading *Physics*, which would necessitate ten cards if you have ten books on the subject make instead, one

card, "Physics, *see* books on shelves in class 530". You can do this only in case no other works except those on physics are classified in 530, but you can do this even if works on physics are to be found in some other class. You cannot, for instance, make a reference from Telegraphy to class 654; you cannot say "Telegraphy, *see* books on shelves in class 654", because you have books upon other subjects than telegraphy in that class; in other words, all books classified in 654 are not on telegraphy. You can, however, say "Gardening, *see* books on shelves in classes 635, 710," because all books in both those classes treat of gardening.

"If, however, you have a chapter or part of a book devoted to physics in a work not classed in physics, you will need to make a regular subject card under the heading *Physics*; e.g., an outline of Ganot's Physics may be bound with Roscoe's Chemistry. The book is classed in 540—Chemistry: and as you cannot say "Physics, *see* books on shelves in class 540" you must make a subject card and not a subject reference for that book. It is better, therefore, to make the subject reference cards *see also* references.

"With an open shelf system, this method will answer very well for the borrower who wishes to know only what books on a certain subject are in the library at the time. For the borrower, however, who desires to know what the library has on a

certain subject, such references are not of much value, since all the books on a given subject are not likely to be in at the same time, or may be misplaced on the shelves, so that unless the shelf-list is available for the use of the public, I do *not* recommend the use of such references."

We hope that many libraries in the Panjab will open both the shelves and the shelf-list to their readers; if this hope comes to be justified the plan will be found well adapted to use in this province, and we shall do well to make Miss Hitchler's stereotyped reference read, *see also books on shelves and in shelf-list in class so-and-so.*

Below is given the list of "References from subjects to books on the shelves" used in the Brooklyn Public Library, but adapted to suit Indian conditions and to accord with the "A. L. A. List of subject headings":—

Advertising	659
Africa. Description and travel	916
Africa. History	960—968
Africa. Social life and customs	916
Agriculture	630—638
Alaska	917.98, 979.8
Algebra	512
American drama	812
American essays	814
American literature	810—818
American poetry	811

Amusements	790—799
Anatomy	611
Anatomy, Artistic	743
Anglo-Saxon language	429
Anglo-Saxon literature	829
Animals	590—599
Antarctic regions	919.9
Arabia	915.3, 953
Archaeology	571, 913
Architecture	720—729
Arctic regions	919.8
Argentine republic	918.2, 982
Arithmetic	511
Art	700—789
Asia. Description and travel	915
Asia. History	950—959
Asia. Social life and customs	915
Astronomy	520—529
Atlases	912
Australasia	919.3, 993
Australia. Description and travel	919.4
Australia. History	994
Australia. Social life and customs	919.4
Austria. Description and travel	914.36
Austria. History	943.6
Austria. Social life and customs	914.36
Banks and banking	332
Baptists	286
Belgium	914.93, 949.3
Beverages	663

Bible	220—220.9
Biography	920 & B
Biology	570—579
Birds	598
Bohemia	914.37, 943.7
Bolivia	918.4, 984
Book covers	096
Book rarities	090—099
Bookbinding	095, 686
Bookkeeping	657
Bookplates	097
Books and reading	028
Botany	580—589
Brahminism	394
Brazil	918.1, 981
Bridges	624
Buddhism	294.3
Building	690—699, 721
Calculus	517
Canada	917.1, 971
Canals	626
Celts	936
Cemeteries	719
Central America	917.28, 972.8
Charitable societies	361
Chemistry	540—547
Chemistry. Analysis	543, 544, 545
Chemistry, Technical	660—668
Chile	918.3, 983
China. Description and travel	915.1

China. History	931, 951
China. Social life and customs	915.1
Christian life and character	248
Christianity. Evidences	239
Chronology	529
Church and state	322
Church history	270—279
Church of England	283
Civilization	309, 901
Colleges and universities	378
Colonies and colonization	325
Commerce	380, 650
Commercial correspondence	658
Congregationalism	285
Constitutional history	342
Constitutional law	342
Cookery	641
Co-operation	334
Costume	391
Crime and criminals	364, 365
Criminal law	343
Crystallography	548
Denmark	914.89, 948.9
Domestic animals	636
Drawing	740—745
Economics	330—339
Education	370—379
Egypt. Description and travel	916.2
Egypt. History, Ancient	932
Egypt. History, Modern	962

Egypt. Social life and customs	...	916.2
Electric engineering	...	621
Electricity	537
Encyclopedias	...	030—039
Engineering	620—629
England. Constitution	342
England. Description and travel	...	914.2
England. History	942
England. Social life and customs	...	914.2
English drama	...	822
English essays	...	824
English language	...	420—428
English literature	...	820—828
English poetry	...	821
Engraving	760—769
Epicureans	187
Epitaphs	929.5
Eschatology	236
Esthetics	701, 801
Etching	767
Ethics	170—179
Ethnology	572
Etiquette	395
Europe. Description and travel	...	914
Europe. History	940
Europe. Social life and customs	...	914
Evolution	213, 575
Finance	336
Fish	597
Fishing	639, 799

Folklore	398
Forests and forestry	634.9
France. Description and travel	914.4
France. History	944
France. Social life and customs	914.4
French drama	842
French essays	844
French language	440—448
French literature	840—848
French poetry	841
Fruit	634
Furniture	645, 749
Future life	218, 237
Games	790—799
Gardening	635, 710—716
Geodesy	526
Geography. Study and teaching	910.7
Geology	550—559
Geometry	513—516
German drama	832
German essays	834
German language	430—438
German literature	830—838
German poetry	831
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With the "A. L. A. List of subject headings", Miss Hitchler's "Cataloging for small libraries" and a good collection of reference books at his elbow, an intelligent and painstaking librarian may hope to make an efficient catalogue, even though he has had no regular library school training. It is not absolutely necessary to follow all the rules laid down even in "Cataloguing for small libraries"—the simplest of the cataloging codes. "It is much better, however, to do all the work, even in a very small library, according to the most approved methods. So to do brings you in touch with your fellows and gives you the comfort which comes from the consciousness of work well done."

915.4 C74T	<i>India. Social life and customs.</i>		
	Crooke.	Things Indian.	1906.
	O		

Sample subject card.

CHAPTER XV.

The catalogue : analytical entries.

We have hitherto been discussing the cataloguing of *books*, but are now to describe the making of "analytics", which are entries made for *parts* of books. As we have author, title and subject entries, so we have author, title and subject analytics. The first sort is made when, as occasionally happens, some considerable part of the book is by a different author from the main part ; the second, when some part of the book has a title differing from the main title, which we think should appear in our catalogue (a book of plays, for example, would need several title analytics) ; the third, when some distinctly valuable part of the book is on a subject not brought out by the subject card or cards made for the book as a whole.

Every cataloguer must decide for himself when to make analytics. The small library that possesses no book on *Turbines* would find it worth while to bring out, by making a subject analytic, a chapter on that subject which appears in a work on electrical engineering, especially if there are many students of engineering among the library's readers. If this library already possesses two or three books on Turbines, however, an analytic for this single chapter

need not be made, unless the library intends to specialize and to make a feature of all they possess on this subject. All Indian libraries will include books on India. Some of them will wish to make available even short sketches on this subject, and so will place in the catalogue cards for mere chapters and sections on India which are included in general books of travel.

But it is possible to go too far and to spend an undue amount of time in making analyties. No librarian, for example, would consider it worth while to make analyties for articles in the "Encyclopaedia Britannica", valuable as these articles generally are. The presence of an encyclopaedia in a library is taken for granted by most readers, and if it is an encyclopaedia article they want, they will either ask or know where to find it.

The American Library Association in 1900 made it unnecessary to analyse some hundreds of worthy "composite books" (as those needing analysis are sometimes called) by publishing the "A. L. A. Index." A supplement covering the important composite works of the succeeding years has recently been issued. These books may be obtained of the A. L. A. Publishing Board, for about Rs. 30 postpaid. If purchased, they should be kept near the catalogue, as they are really supplements to it; and their use should be explained to readers. The Librarian should check the lists of the works indexed that appear at

the beginning of these books, writing the library's call numbers opposite all the titles that the library owns.

Most librarians will find it worth while to make a few analytics for articles exceptionally interesting and valuable to their readers which appear in magazines not served by the printed periodical indexes to be described in a later chapter. But no librarian should attempt to analyse periodicals included in these indexes. To subscribe for one or other of them is much cheaper.

We give below some sample analytics.

823	Scott, Sir Walter.
S26C	Castle Dangerous. 1895.
	(in his Count Robert of Paris. 1904.)

O

The card above is an author analytic for a story separately paged and included in a book by the same author.

237	Howe, Mrs. J. W.
H86I	Beyond the veil. (in Howells and others. In after days. 1910. p. 67-92.)
11A 51	

O

The previous card is an author analytic for a section, not separately paged, included in a book entered under a different author.

823 S26C	Castle Dangerous. 1895. Scott. (in his Count Robert of Paris. 1904.)
O	

The card above is a title analytic for a story separately paged and included in a book by the same author.

237 H861	Beyond the veil. Howe. (in Howells and others. In after days. 1910. p. 67—92.)
O	

The card above is a title analytic for a section, not separately paged, included in a book entered under a different author.

828 T30	<i>East, The.</i> Thackeray. From Cornhill to grand Cairo. (in his Burlesques. 1903. p. 99—139.)
O	

The previous card is a subject analytic for a section of a book, not separately paged, by the same author as the main body of the book.

954	<i>Lahore.</i>
B34D	
	Jones.
	Life in Lahore. (in Baxter.)
	Days in old India. 1904.
	p. 99—125.)
	O

The card above is a subject analytic for a section of a book, not separately paged, by a different author from the main body of the book.

CHAPTER XVI.

The dictionary card catalogue and its equipment.

We have been describing in detail the various kinds of entries and references that go to make up the dictionary catalogue. Now let us leave *minutiae* and withdraw a little to consider the dictionary card catalogue as a whole.

This is the sort of library catalogue that is every day being more widely adopted throughout the civilized world, for the simple reason that it has been found to serve its purpose better on the whole than any other. It has its disadvantages of course. It is not so easy to look things up in a big box full of cards as it is to turn to the information desired in the pages of a well-indexed or alphabetically arranged book. But it has already been explained that a card catalogue has one inestimably valuable quality ; it may always be kept complete and up-to-date, while a printed catalogue is always a good way behind. Moreover, a book catalogue, frequently reprinted, is fearsomely expensive, and the money spent on an always unsatisfactory tool had far better be invested in books.

The inconvenience of using a card catalogue can and must be reduced to a minimum by using good equipment.

First we must have good cards. They should be exactly of standard size (7.5×12.5 cm.) and ruling; all of the same thickness, with the hole punched in exactly the right spot to assure facility in turning, when fastened in their tray. Cards of poor, thin stock will rapidly become soiled and dog's-eared. If some cards are a trifle thinner and smaller than others, they are apt to drop between them and be passed over by him who is searching for the information they contain. The writer has thus far been unable to secure satisfactory catalogue cards in India. Until this condition alters librarians are advised to order their cards at least four months before they are needed from London or New York.

The cards should be carefully written in standard library hand, or else typewritten. If the typewriter is used, the special cards intended for this form of writing should be employed. They are of lighter stock, so as to slip into the machine readily, and are ruled differently. A catalogue partly handwritten, partly typewritten, is unsatisfactory. Decide which method is best suited to your conditions, and then stick to it.

To help in turning to the particular card desired, we should have a "guide" for every fifty to one

hundred cards. This is a blank card on heavier stock with a tab projecting above the ordinary cards. Each tab is inscribed with lettering to show the particular section of the alphabet that follows. As these tabs are exposed to much fingering it is well to secure those protected with transparent celluloid.

But cards and "guides" alone will not make a usable catalogue. We must have trays to fit them exactly, which in turn must themselves fit exactly and smoothly into a cabinet. The cards are fastened into these trays by a metal rod, running through the holes punched in them. This insures the cards, once properly alphabetized, against displacement. On the outside of each tray should be a little ticket, in a metal holder, lettered with information as to the cards the tray contains. And sliding on the rod is a movable block of wood by which the cards are always kept at a convenient angle, be they few or many in the tray.

Well-cured wood for cabinet and trays is as important as good paper stock for the cards. If the wood swells, shrinks, or warps, the trays will stick and the catalogue will become a tool unpleasant and difficult to use. The cabinet work should be done so carefully that all the trays will be interchangeable.

CHAPTER XVII.

Library regulations.

Would that it were possible to make this chapter as brief as the famous one on snakes in the book on Ireland ; and say simply, "There are no library regulations." But till the millennium comes poor human nature will remain in need of some direction and control. Let us have as few rules as possible, however, and, as stated in Chapter I, require every rule to stand the test of this question : In the long run, will it help in the work of supplying the right books to those who need them most ?

Our books are for use, surely. The day of the book-gaoler-librarian is past. As Dr. Dewey says, "Our duty is to *get, keep and use* ; and the greatest of these is *use*."

The history of libraries is a story of the continuous relaxation of restrictions. From the rare books for the few, of the Middle Ages, chained to the reading desks in the jealously guarded monastic libraries, it is a far cry to the millions of books to-day on the open shelves of the libraries in America, which any stranger from the public street is freely privileged to handle to his heart's content.

In the old days, after it had been discovered that the average man might be trusted to take a book home and afterward bring it back to the library, the ordinary rule was "one book for one week." Then it was realized that it was impossible to do justice to many a good book in a single week, and the time was extended to ten days or two weeks. Then it occurred to someone that it would be a good thing to let a man take a book of history, if he chose, along with his novel. Thence was evolved the widely prevalent regulation of ten years ago, "two books at a time provided only one is a work of fiction." After this came the privilege of six or eight books "for vacation reading." Then by many libraries the period of the ordinary loan was extended to one month. The good-natured idea next arose of letting a man have two novels at once if he wants them badly enough to carry them home. The heavens did not fall even at this extension of privilege, and now the thought is spreading that there is no good reason why a man should not take as many books as he wishes and keep them as long as he has need of them, if it can be so arranged that by doing this he is not keeping them from some one else who wants them. This has long been the practice of many American college libraries, so far as the faculty is concerned. Professors are privileged to borrow as many books as they like and keep them as long as they like, on two condi-

tions only. 1st, that they may not borrow in this way books continually in demand ; 2nd, that if a book so borrowed is asked for at the library, it may be recalled by the librarian on two or three days' notice. This is pretty close to an ideal scheme of management, but it is only practicable where the librarian enjoys the good will of his borrowers, and can count upon their hearty co-operation in his work of serving the public.

In the circulation of books, above all let the librarian beware lest he be guilty of the mistake of denying A's present and actual need to-day on the bare chance of disappointing B to-morrow. This is a sin to which librarians are very prone, being too often led thereto by a multiplicity of unnecessary regulations.

Fines.—Fines, if not too heavy, are an aid to the librarian in securing the prompt return of his books when required, and the observance of whatever rules he finds it necessary to make. An anna per day for each overdue book is not excessive, if the book is actually in demand in the library.

It is only fair to the public to require that he who injures a book, beyond the ordinary measure of wear and tear, should pay for the damage he has done. And the public interest demands that the man who steals a library book shall be prosecuted to the full extent of the law for his base abuse of privileges freely granted.

Seven-day books.—In public libraries some books of new and popular fiction will probably be in such great demand that a limit of their loan period to one week will best serve the public interest. As soon as the extraordinary demand for them no longer exists they should be lent on the same terms as other books.

Reserved books.—In college libraries there are generally a certain number of books temporarily reserved by the professors from the general conditions of circulation. If a book needed by a whole class is not returned by a student within the stipulated time, a fine of one rupee is not too severe a punishment for his lack of consideration for his fellows.

Reference books.—Every library possesses a certain number of books like the "Encyclopædia Britannica" which are in constant use by many people, and which no one person would wish to study for days at a time. These should never be circulated under ordinary conditions. But if a trustworthy student were reading an article in one of them at the closing hour and promised to return the book at the hour for opening the next day, it would be a mistake not to let him have it.

Hours.—As for the hours during which the library should be kept open, let them be as many as possible, *without overworking the library staff*. It would be poor policy and like robbing Peter to pay Paul to do this. It is no exaggeration to say that a

well-planned library may be kept open twice as many hours each day as a poorly planned one, with the same number of people on the staff of each. One or at most two capable attendants are all that should be needed on duty *at one time* to look after the business done to-day by any library in the Panjab. Some of them without doubt now require a larger force than this. But it is because their buildings have not been planned so as to allow complete oversight by the minimum number of attendants.

CHAPTER XVIII.

The charging system.

There are many loan systems, but in accordance with the policy laid down in the Preface, we shall forestall possible doubt and hesitation by describing only one—the “Newark system”—which has worked well in innumerable libraries.

In Chapter V, in the section on preparing books for use, it will be recalled that the following paragraph is included : On the fly-leaf opposite the back cover, the dating-slip should be tipped in with paste, and opposite it on the inside back cover should be pasted the book pocket, printed with the library rules, and holding the book card, or the borrower's card when the book is out of the library.

The four articles thus mentioned : dating-slip, book pocket, book card and borrower's card constitute the essential machinery of the Newark charging system ; but libraries issuing many books will require also an alphabetical file and a numerical register of their borrowers' names. Let us see how the system works.

A stranger enters the library and asks for the privilege of borrowing books. If he proves eligible

under the rules,—let us hope they are broad and generous!—he is given an application blank to sign. This contains a promise to obey the rules of the library and to pay all fines and make good all damage caused by his negligence. If desired, there may be a space on this blank for a guarantor's signature. The librarian then writes the borrower's name, in inverted order (if a European name), at the top of the blank and fills in the address carefully, all in library hand. A number next above that assigned to the last applicant is given to the new borrower and written on the application blank. The borrower's card is then made out by the librarian. This is a card of heavy tag-board, of standard size (7.5×12.5 cm.), bearing at the top the borrower's name, address, and number in library hand, together with the date of expiration of his borrowing privilege. The rest of the card, including the reverse side, is ruled into spaces for recording dates of issue and return of books. When in possession of his card the new comer is equipped to borrow books. Having chosen the books he wants, he presents them at the loan desk with his card. The librarian takes the book card of each book (inscribed at the top with the call number of the book, and ruled on both sides with spaces for stamping dates and writing borrower's numbers) from its pocket (inscribed with library rules), writes upon the book card the borrower's number, and (with the dater attached to his pencil)

stamps for each book the date of issue upon the book card, the date-slip and the borrower's card, which is then placed in the book pocket. Any number of books may be charged on a single borrower's card. The books are then handed over to the borrower, the book cards being placed in a tray with others representing books issued on the same day. In the evening or early the next morning these book cards are arranged according to the call numbers at their tops and filed in the charging tray behind the date guide for that day.

When a book is returned, the librarian stamps the date of receipt on the borrower's card opposite the date of issue, identifying the *right* date by a glance at the latest date stamped on the dating-slip. He then returns his card to the borrower. When a leisure moment comes, the librarian notes the date last stamped on the date-slip in the back of the book, and looks in the charging tray under this date for the book card bearing the same call number as that on the date-slip. When found the book card is replaced in the book pocket, and the book is ready to go back on the shelves.

The books overdue on any day are automatically revealed by the date guide behind which they are filed. Should it be necessary to send a fine notice for one of these, the librarian notes the borrower's number to which the book is charged, and looks up this number in the *numerical* register of borrowers' names and

addresses (kept in book form) which has been copied from the *alphabetical* file of signed application blanks.

A written description of this system sounds complicated, with none of the apparatus at hand to aid in the explanation, but it is in reality very simple and easy to understand when seen in operation. A visit to the University Library will be worth while for any librarian, if only for the purpose of seeing the Newark charging system in use.

The ledger system of charging books and the use of dummies, so common in Indian libraries, were customary also in the United States thirty years ago. But when the number of books issued greatly increased it became necessary to invent a charging system that would be quicker and easier to operate. Many charging schemes were devised and several of them—notably the Browne system—had many good points. But in very stiff competition the Newark plan gradually won its way before all others, and it is now safe to say that it is being used in more libraries than all other systems combined. Its great advantage, of course, is its swiftness. Instead of laboriously writing out the author and title of the book and the name of the borrower each time a book is borrowed, the Newark system once installed requires almost no writing. It is entirely a matter of stamping dates, save that the borrower's number is written on the book card when the book goes out.

As for supplies necessary to install the system, acceptable book cards, date-slips, book pockets, application blanks, and borrowers' registers can be furnished by printers and stationers in Lahore. Standard size (7.5×12.5 cm.) should be insisted upon for the book cards and application blanks, that they may fit the trays in which they are to be filed. All charging supplies can of course if desired be ordered from the library supply houses, but this is not necessary or perhaps desirable except in the case of borrowers' cards, charging tray, date guides and dating outfits—all of which are inexpensive.

There is a feeling among Indian librarians that borrowers should be required to give a receipt for every book taken from the library. This has not been found necessary by the New York Public Library, which in 1914 issued for home use 9,516,482 volumes. But if the conviction is strong that Indian conditions require this precaution, the reader may be asked to sign his name or initials on the book card, opposite the stamped date of issue.

One sometimes hears the Newark system criticized because it requires the reader always to present his card when a book is borrowed or returned. Good-natured librarians may save their patrons this trouble by keeping borrowers' cards filed alphabetically at the library when not in use, to be called for when wanted. Borrowers should be warned, however, that

they and not the library must be held responsible for the use by unauthorized persons of cards so left.

What books are out of the library? Who has them? How many and what books were issued on a given day? When will they be due? What books are now overdue? How many times has a given book circulated? Does the circulation of the book warrant rebinding, or replacing, if worn out? What classes of books are most read? It is questions of this sort that a charging system will most probably be called upon to answer. The Newark system gives a prompt reply to all of them.

CHAPTER XIX.

Library mending and binding.

Bookbinders tell librarians that the less we mend books the better. They are interested parties, of course; but there is probably truth in their assertion that a mended book is less capable of being strongly rebound than one that has been sent to them in a frankly dilapidated condition.

The present tendency is to lessen the amount of repair work done at the library and to send the book to the binder if it is worth rebinding, as soon as it is seriously injured; confining the librarian's ministrations to minor matters like a loose illustration or a torn page, or to temporary repairs to those books that are not worth rebinding but that will be discarded as soon as their condition becomes desperate. Loose illustrations and single pages may be deftly "tipped in" with the use of a little paste. Torn leaves are most readily repaired by the inexpert, with the aid of the transparent "onion-skin" paper sold by the library supply houses.

As for more serious repairs, many librarians consider that it is practically a waste of time to attempt to mend a book when the sewing is broken.

When a volume has come to this pass, they throw it away or send it to the binder. If, as often happens, the book cover is broken away at the hinge, front or back, the binders tell us we had better send the book to them; but if we wish to patch it up so that it may be used a few more times before discarding, we may have recourse to "multum-in-parvo" or gummed cloth in some of the many forms furnished by the supply houses. Where only a few pages are loose, they may sometimes be fastened in successfully by similar devices made of strips of gummed paper.

Since the publishers began to bind books by machinery, their original bindings have been far from durable under the hard conditions of library use, and our binding bills have shown a tendency to increase. We should note the comparative durability of the output of the different publishers, and put a black mark mentally against those whose productions show a tendency to disintegrate unreasonably soon. And we must seek out a binder who may be relied upon to rebind our books promptly, suitably, durably, and at a reasonable cost.

What constitutes proper bookbinding for libraries is a subject for a book rather than for a page, but it may be noted that good sewing is by far the most important part of binding. A book that is well sewn should open easily, at any point desired, without forcing or cracking. As for the book's

cover, it should consist of binder's boards heavy enough not to break easily, but not unnecessarily heavy, covered with substantial cloth, that will not soil easily, and capable of being lettered with neatness and distinctness. Lettering is apt to be the weak point of the provincial bookbinder.

Leather bindings have recently fallen into disfavour with librarians, not because good leather is not the best of materials for binding books, but because of the difficulty of getting it. Most modern binder's leather is spoiled in tanning. It is beautifully finished and presents a fine appearance at first, but soon deteriorates.

This very insufficient chapter should be supplemented by consultation of the following titles which ought to be on the librarian's shelf of every library: Dana's "Bookbinding for libraries" (Library Bureau, Boston, Mass., U. S. A., Rs. 2-12, postpaid); Bailey's "Bookbinding" and Brown's "Mending and repair of books" (A. L. A. Publishing Board, 78 E. Washington St., Chicago, U. S. A., 7 annas and 10 annas respectively, postpaid).

CHAPTER XX.

Library supplies.

We have already a Punjab Library Association. If the librarians of the whole country would band themselves together and form an Indian Library Association, it would help their cause greatly in many ways. There must be no fewer than two hundred libraries in India, and their combined purchasing power is considerable—quite enough to insure a large amount of trade to some bookseller and stationer in Calcutta or Bombay who would make it his business to cater to the librarians' needs. But the magnitude of this trade has not yet been commercially recognized, and probably will not be till the librarians themselves demonstrate it.

Therefore it is still necessary for Indian librarians to send abroad for the bulk of their technical supplies. There are two great houses that furnish library supplies, fittings and furniture of all sorts. These are : Libraco, Ltd., 62 Cannon St., London, E. C., the great English house ; and Library Bureau, 43 Federal St., Boston, Mass., U. S. A., the great American house. The latter has a branch also in London.

There are several other concerns that specialize in one form or other of library equipment. We should mention :—

The Library Aids Co., 29 Victoria Road, Great Yarmouth, England. (Indicators, shelf fittings, magazine racks, cards, etc.).

Adjustable Shelving Co., Ltd., 20 Gwydir Chambers, High Holborn, London, W. C.

W. Lucy & Co., Ltd., Oxford, England. (Rolling and fixed book stacks.)

A. W. Lambert, 155 A., Cherry Orchard Rd., Croydon, England. (Cards, shelving, etc.).

Snead & Co. Iron Works, Inc., Jersey City, N. J., U. S. A. (Book stacks.)

Art Metal Construction Co., Jamestown, N. Y., U. S. A. (Book stacks.)

Gaylord Bros., Syracuse, N. Y., U. S. A. (Mending materials and all sorts of library supplies except shelving.)

Democrat Printing Co., Madison, Wis., U. S. A. (General library supplies: no furniture, except card cabinets.)

It is fitting that, all things being equal, Indian librarians should purchase their supplies in Great Britain. But it will repay every librarian in the Panjab to send for and study the catalogues of all the houses listed above, especially as in the American catalogues are described many useful devices that the English houses do not carry.

A word should be said about the indicator, a contrivance much used in English public libraries. It is a large and expensive piece of apparatus whereby the diffident borrower, debarred from approaching the bookshelves and unwilling to ask a question of an attendant, can nevertheless ascertain for himself whether or no the book he desires is "in." The indicator has been tried in the United States, but has been found unsuited to American conditions for two good reasons : the American librarian prides himself on his approachableness and willingness to answer questions, while the American reader is usually privileged to go to the shelves and see for himself whether the book he wishes is available.

CHAPTER XXI.

The care of books.

In Chapter V we have described the processes of "opening" and "cutting" new books; in Chapter XIX, mending and binding have been discussed. A few words remain to be said about the every day care of books on the library shelves and in the hands of librarians and readers.

The book of average size should stand straight up on the shelf, being comfortably supported but not crowded by its shelfmates. The only way to accomplish this is never to fill a shelf quite full, but always to allow a reasonable amount of room for slipping new books and those returned from circulation into their exact places according to the classification. The last book on the shelf, next the empty space, will need to be propped up somehow, so we should have as many book supports as we have shelves.

Various forms of these, taking up next to no room on the shelves, can be purchased of the supply houses for as little as four annas apiece if bought by the hundred. If this is too expensive, an ordinary brick, covered with stout paper, makes an acceptable

support, though it is extravagant of space. Fairly satisfactory supports may be manufactured by the local iron foundry. Let them cut out oblong pieces of *smooth* sheet iron, 4 by 8 inches, and bend them at the middle into a right angle. That is all that is necessary.

I take the liberty of quoting below some suggestions on the care of books from Mr. Dana's "Library primer."

"Books should occasionally be taken from their shelves and wiped with a soft cloth. The shelves should at the same time be taken down and cleaned thoroughly. [Remember this paragraph specially in the season of dust-storms in the Panjab. Here is a chance for the full-leisured menials to make themselves abundantly useful.]

"Don't hold a book by one of its covers.

"Don't pile up books very high : [still less allow them to be for even a few moments in a promiscuous heap.]

"Don't rub dust into them instead of rubbing it off.

"Don't wedge books tightly into the shelves.

"Don't cover your books. The brown paper cover is an insult to a good book, a reproach to every reader of it, an incentive to careless handling, and an expense without good return.

"A few simple rules like the following can be-

brought in an unobtrusive way to the attention of those who use the library. Always be sure that the library sets a good example in its handling of books.

"Keep books dry.

"Do not handle them when the hands are moist of course never when the hands are soiled.

[*Never moisten the forefinger at the lips when turning over the leaves of books. Many scholars who should know better are addicted to this unhygienic and filthy habit. The library worker guilty of such an offence should forfeit his position.*]

"Use books to read, and for nothing else.

"Never mark in them.

"Do not turn down their pages.

"Do not lay them face downwards.

"Do not strap them up tightly.

"Never let them fall.

"Open them gently.

"The book you are reading will go to others. Pass it on to them neat and clean, hoping that they will do the same by you."

CHAPTER XXII.

Pamphlets and pictures.

The proper disposition of pamphlets is a problem to the conscientious librarian. They are always drifting into the library, seemingly of their own accord, and sometimes the sorely-tried librarian thinks with no apparent purpose save that of being troublesome. A few are evidently of great value, often for local reasons; the bulk of them are of doubtful value; and a good many are clearly of no value at all. The positively valuable ones should be treated as are books; they should be inexpensively bound, either separately or sewn together in groups, then classified, accessioned, shelf-listed, and catalogued. The positively valueless ones should be destroyed as soon as their worthlessness becomes apparent. It is the many pamphlets of doubtful value that give the librarian pause. There is seldom any harm in allowing a good number of these to accumulate, and their disposition will consume less time if they are attacked *en masse*. Classify them, not too closely, pencilling the classification number on each; then sort them according to their classification into bundles of half a

-dozen or a dozen each according to bulk, and inclose each bundle in a homemade folder of stout manilla paper, lettered on the back with the inclusive classification numbers. It will be necessary to tie up these bundles with soft string: or Ballard clips (sold by H. H. Ballard, Pittsfield, Mass., U. S. A.) will keep the bundles in order and make them more book-like. The "Multibinder" (sold by Gaylord Bros., Syracuse, N. Y., U. S. A.) has been devised for the same purpose. It consists of a pair of eyeletted board sides to inclose the bundle, and a cord which is passed through them and through the pamphlets, and tied,—thus holding all together. Another good way of disposing of pamphlets in groups is to place them in cardboard pamphlet boxes (labelled outside with the classification number), such as may be made by any local box-maker; a good size is nine inches high, seven inches deep, and two inches thick, open at the back. They should cost from two to six annas each, according to quality of board used and quantity ordered.

These boxes or bundles of pamphlets should be placed on the shelves with the books bearing the same classification numbers. It will probably not be worth while to accession, shelf-list or catalogue them.

The distinctly valuable pamphlets, which we have decided are worthy of being bound and treated as books, need not be sent away to the binder, but may be acceptably bound at the library in the

inexpensive pamphlet binders provided in a great variety of sizes and materials by Gaylord Bros., Syracuse, N. Y., U. S. A. The useful size, seven by nine inches, costs only two and one-quarter annas each, when bought by the hundred.

It is coming to be generally recognized that every library should contain some sort of a collection of unframed and unmounted pictures. A large number of prints of average size may be conveniently kept, like the commercial correspondence in a modern office, in manilla folders vertically filed in a cabinet made for the purpose.

The following method of arrangement has been found to work well. Sort the pictures first into two classes: those by famous artists, and those that are of interest primarily because of their subjects. Assign to the first sort "author numbers" taken from the names of the artists. Classify the second sort according to the "D. C." It is as well adapted to picture as to book-classification. The classification number or "author number" should be pencilled on the back of each picture. Then sort them according to these numbers, and place them in the manilla folders—a dozen or so in each. The projecting tab of each folder will bear a clue to the numbers of the pictures that it contains, the folders thus serving the same purpose as guide-cards in the catalogue.

Librarians who are unwilling to detract from the appearance of their shelves by placing pamphlets upon them, even if in boxes or binders, can use the above method for stowing away pamphlets as well as pictures; but this course is not advised as the uncatalogued pamphlet material on any subject will almost certainly be overlooked if it does not appear on the shelves.

Every library that can afford it should have a glass show-case made, in which little exhibits of the library's treasures or illustrating subjects of timely interest can be displayed to sight-seeing visitors and to the library's regular patrons. It is a pleasure to prepare such exhibits. They keep alive an interest in the library and its doings, and are useful to the librarian himself in that they help to keep him from falling into a rut. The glass case seems to have an almost magical effect in casting a glamour over rather commonplace material. It is safe to say that with its aid an attractive exhibit, in honour of the recent Shakespeare Tercentenary, could have been contrived in almost any one of our Panjab libraries out of material already at hand.

The case should be strongly made, about six inches high, of a length and width to fit comfortably on any table of average size and decent appearance that is already in the library's possession. The table top should be covered with green baize to form a

back-ground, and neatly written cards should explain the little group of pictures, beautiful books, choice bindings, or manuscripts, when these have been set forth to the best advantage. The cost of such an outfit need not exceed Rs. 50 to 60.

CHAPTER XXIII.

Reference books.

The term *reference book*, in the sense in which it is used in this chapter, means a book intended for occasional consultation upon definite subjects (rather than one to be read straight through), and so arranged as to facilitate access to specific facts. Dictionaries and encyclopaedias are the commonest examples of reference books.

The reference collection is the heart of the library. By its size and "up-to-dateness", by the good or bad judgment evident in the choice of its constituent parts, and by the degree of his intimacy with and skill in using this sort of books, the librarian himself is often appraised. He should make a point of studying every new work of reference as soon as it arrives, reading carefully its title-page, table of contents, preface and introduction, and comparing its treatment of specific subjects with that of other works of a similar character, if these be at hand.

We can use the small space at our disposal in no better way than by specifying a few works of reference that might well be in every Panjab library.

They are given in about the order of their importance, but books mentioned elsewhere in these pages are not included in the list.

A good up-to-date dictionary of the English language. The latest edition of "Webster's New International", published by Merriam, in 1914, is probably to-day the best English dictionary in a single volume. There are many "Webster's" dictionaries. This term means little. Get the Merriam "Webster's New International." It will cost about Rs. 40.

A good up-to-date encyclopaedia. The Encyclopaedia Britannica, 11th edition, is certainly the best one for Indian libraries. It is probably the best of all encyclopaedias in the English language. Be careful *not* to get the India paper edition, as it is utterly unsuited to library conditions. The Chivers niger morocco binding is best for libraries. The regular edition of the "Britannica" costs something like Rs. 450, but a reprint edition equally satisfactory has been recently advertised in the United States at about one-third of this price.

Imperial Gazetteer of India. New edition, 26 volumes. Descriptive, historical, economic and administrative information.

India yearbook. Latest edition.

Century cyclopedia of names. The wise librarian will keep this book at his elbow and will refer to it oftener than to any other book in the library. The

latest edition [1911] will cost about Rs. 40.

Statesman's yearbook. Political and statistical information of the Empire and the world. Latest edition. About Rs. 8.

Buckland's Dictionary of Indian biography, 1906. About Rs. 5.

Who's Who. A dictionary of contemporary biography of Englishmen and others, issued annually. Latest edition. About Rs. 4.

Who's Who in India, 1911, and supplements since issued. Original book costs about Rs. 15 ; the supplements about Rs. 3 each. Newal-Ksihore Press, Lucknow.

A good up-to-date Atlas of the world. Johnston's atlas costs about Rs. 60 ; Rand, McNally and Co.'s, 2 vols. costs about Rs. 75.

Britannica yearbook. Latest edition. These yearbooks help to keep one's encyclopaedia up-to-date. About Rs. 8.

A good Hindustani-English dictionary, and a Panjabi-English dictionary.

Lippincott's biographical dictionary. Edition of 1915. Universal in scope ; not very good for contemporaries. About Rs. 50.

Lippincott's new gazetteer. Universal descriptive dictionary of places. Not very up-to-date. About Rs. 30.

Hoyt's Cyclopædia of practical quotations. Pro-

bably the best of the many books of quotations.
About Rs. 18.

India list, civil and military. Latest edition.
About Rs. 8.

Cyclopaedia of India and of eastern and southern Asia. 3rd edition. 1885. 3 vols.

Crooke's Things Indian. 1906. About Rs. 8.

Golden book of India. 1900. Biographical dictionary of dignitaries. About Rs. 8.

Peck's Harper's Dictionary of classical antiquities.
About Rs. 18.

Any good French-English dictionary. Edgren's costs about Rs. 8.

Any good German-English dictionary. Adler's costs about Rs. 15.

Any good Sanskrit-English dictionary. Monier-Williams's costs about Rs. 70.

Any good Persian-English dictionary.

Any good Arabic-English dictionary. Steingass's costs about Rs. 38.

Any good Latin-English dictionary. Lewis and Short's costs about Rs. 18.

Any good Greek-English dictionary. Liddell and Scott's costs about Rs. 30.

Any good Italian-English dictionary. Edgren's costs about Rs. 9.

Any good Portuguese-English dictionary. Michaelis's costs about Rs. 23.

Warner's Library of the world's best literature. Can be purchased second-hand at about Rs. 120.

Allibone's Critical dictionary of English literature, with Supplement. 5 vols. Biographical, bibliographical, and critical in scope. Useful to the cataloguer, with the older books. About Rs. 50.

Larned's History for ready reference. 7 vols. About Rs. 100.

Strong's Exhaustive concordance of the Bible. About Rs. 18.

Bartlett's Concordance to Shakespeare. About Rs. 23.

Dow's Atlas of European history. About Rs. 5.

Baker's Guide to the best fiction in English, 1913. About Rs. 16.

Moulton's Library of literary criticism. 8 vols. About Rs. 120.

Chambers's Cyclopaedia of English literature. 2 vols. About Rs. 45.

Dwight and Bliss's Encyclopedia of missions. 1904. About Rs. 18.

Bliss and Binder's New encyclopaedia of social reform. 1908. About Rs. 23.

Encyclopaedia of Religion and ethics. About 12 vols. Not yet complete. About Rs. 21 per vol.

Smith's Dictionary of the Bible. 1884. About Rs. 6.

For more detailed information concerning these

and many other works of reference, the reader is referred to Kroeger's "Guide to the study and use of reference books", 1908, together with its supplements dated 1911 and 1914; to be had of the A. L. A. Publishing Board, 78 E. Washington St., Chicago U. S. A., at about Rs. 7 for the set, postpaid.

CHAPTER XXIV.

Periodicals and periodical indexes.

Periodical literature has come to hold so important a place in modern civilization that it may be doubted whether the average Panjab library is well enough equipped in this direction. A community that would keep abreast of the times *must* have access to a goodly proportion of the productions of the periodical press, for the new idea and the new discovery is usually to be met with in this undress, long before it makes its appearance arrayed in the majesty of the bound book.

The following brief list of periodicals suitable for library use is suggestive merely and some worthy titles may have been inadvertently omitted. Almost all those mentioned are indexed in the "Reader's guide to periodical literature", or the "Readers' guide supplement", the best of magazine indexes, unless we are to except the one just established by the London "Athenæum." It will be noted that all of these periodicals are in the English language and that no very special or technical titles are included. The

educated general reader will be more or less interested in all of them.

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|---------------------------------------|--------------------------------------|
| Academy. | Journal of Geology. |
| American Economic
Review. | Journal of Political Eco-
nomy. |
| American Journal of
Sociology | Literary Digest. |
| American Political Science
Review. | Living Age. |
| Athenaeum. | Missionary Review of the
World. |
| Atlantic Monthly. | Musician. |
| Blackwood's Edinburgh
Magazine. | National Geographic
Magazine. |
| Bookman. | Nature. |
| Canadian Magazine. | Nineteenth Century. |
| Century. | North American Review. |
| Contemporary Review. | Outing. |
| Craftsman. | Political Science Quarterly. |
| Current Opinion. | Quarterly Journal of Eco-
nomics. |
| Edinburgh Review. | Quarterly Review. |
| Educational Review. | Review of Reviews. |
| Engineering Magazine. | Saturday Review. |
| English Review. | Science. |
| Fortnightly Review. | Scientific American. |
| Harper's Monthly Maga-
zine. | Scribner's Magazine. |
| Hibbert Journal. | Spectator. |
| Independent. | Survey. |
| International Journal of
Ethics | System. |
| International Studio. | Westminster Review. |
| | World's Work |

My readers are better acquainted than I with the productions of the Indian periodical press, so it would be presumptuous in me to make any specific suggestions in regard to them. Every worthy enterprise of this nature deserves and should enjoy the loyal support of Indian libraries.

It is well to order all one's periodicals from a single dealer, specifying (1) that all subscriptions shall begin with the first number of the current volume, (2) that all shall expire with the calendar year. As each number is received, check it off on the very convenient periodical record cards, to be secured from the library supply houses. It has been suggested that all subscriptions should begin with a volume, because it is assumed that practically all the periodicals in the above list will be bound, as the general periodical index makes them of great and permanent value. At least half the reference work in American libraries is undertaken with the aid of "Poole" or the "Readers' guide", and English and Indian librarians are to be congratulated that even now in these troublous times an English index to periodicals has at last made its appearance, from the office of the "Athenæum." It is too soon to advise as to whether the reliable "Readers' guide" (published by the H. W. Wilson Co., White Plains, N. Y., U. S. A.) or the even more ambitious English "Athenæum index" should be subscribed for by Indian librarians. They cannot be too

strongly urged to investigate this matter for themselves, and to give it their best attention. The great treasure-house of periodical literature, to which a general index provides the key, has been far too long neglected in India. A goodly share of each library's funds may be expended to the very best advantage on periodical subscriptions, periodical indexes, and periodical binding.

Nothing makes a reading-room so attractive as a plentiful supply of current periodicals, displayed on tables and racks, each protected by a neat temporary binder. A great variety of these covers are described in the catalogues of the supply houses.

(See "Magazines for the small library", 1908, Wisconsin Library Commission, Madison, Wis., U. S. A.—6 annas; and "Periodicals for the small library", 1913, A. L. A. Publishing Board, 78 E. Washington St., Chicago, U. S. A.—7 annas.)

CHAPTER XXV.

Children's libraries and children's books.

About sixteen millions of books were circulated last year in New York City, by the many branches of the three municipal libraries alone. This means three books apiece for every man, woman and child in the city.

How is it done? By inculcating the library habit in children as soon as they can read.

In America every large city has a system of branch libraries. It is the duty of the librarian in charge of each branch to get into close touch with every school in his—or rather *her*—district; to secure the active co-operation of the teachers; to visit the class-rooms and tell the children about the library and what it has to offer them, and to invite them to visit it. When the little ones accept this invitation they find a room set apart for their exclusive use, and bright with the faces of their playmates. It is clean, light, airy, decorated with flowers and pictures. The tables and chairs have been built to accommodate short legs. The book-shelves lining the walls are entirely at their disposal, and every book is within reach of

their hands. Best of all, the room is presided over by a pleasant-faced young woman, who has been specially trained to make their library visits in every way pleasant and profitable. These little people are of all races and colors, and come—some of them—from districts more congested than any in Lahore city. Is it any wonder that they are pleased with their reception and surroundings, and at once become enthusiastic patrons of the library? They tell their parents of the wonders they have seen, of course; and before long comes a request for “an easy book for father—he wants to learn English.” The next step is when the radiant youngster appears at the library proudly leading by the hand a shy and reluctant parent. But hesitancy and distrust and the fear that “it will cost something” are soon overcome; the recent immigrant in a few moments is regularly equipped with a borrower’s card, and when he leaves the library it is with an easy book of United States history under his arm. His self-respect has been born, and he has taken the first step on the road that leads to intelligent American citizenship.

That is why there are special children’s libraries in America, and why the circulation of library books in the great cities runs into the millions.

May the day soon come when India, too, shall have her “children’s rooms”, as a matter of course. Then perhaps we shall see in Lahore a special

"Training school for children's librarians" like the one in Pittsburgh, to-day the only institution of its kind in the world.

Even now it would seem as though every Indian public library, as well as all the schools, might well contain a collection of carefully selected children's books. A start in this direction has already been made in the State of Baroda, and the "Library Miscellany", there published, may with profit be consulted upon this as upon other topics of library progress in India.

It is essential that only positively good books be offered to the children. If provided in attractive editions they will be read at least as eagerly as the flabbily mediocre or really harmful "merchandise for the juvenile trade" that the western presses turn out in such vast quantity.

The best book on the subject with which I am personally acquainted is Field's "Fingerposts to children's reading", 1907, (McClurg, Chicago, U.S.A., Rs. 3); "Children's books and reading", 1907, by M. J. Moses (Kennerley, New York, U. S. A., Rs. 4-8), is also good; while Miss Frances Jenkins Olcott, formerly Director of the Training School for Children's Librarians, published in 1915, through Houghton, Mifflin & Co., of Boston, Mass., U. S. A., a book which even without having seen it I have no hesitancy in placing on a par with those previously mentioned.

There are numerous carefully chosen bibliographies of children's literature, among which may be mentioned—

Hewins. Books for boys and girls. 1904. A. L. A.
Publishing Board. 8 annas.

Catalogue of books in the children's department. 1909. Carnegie Library, Pittsburgh, Pa., U. S. A., Rs. 3.

Stanley. 550 children's books. 1910. A. L. A.
Publishing Board. 8 annas.

CHAPTER XXVI.

School, college and university libraries.

Except in the State of Baroda, the free public library, with its wise and generous attention to the needs and wants of school children, is as yet an unknown factor in the life of India. If the average child is to know of the existence of books that do not entail drudgery—books other than text-books—it must in a large majority of cases be through the medium of the school library, which finds its best reason for being in the following words from the pen of J. N. Larned :—

"The success of any school should be measured, not by the portion of actual learning which its students take out of it, but by the persisting strength of the impulse to know and to think which they carry from the school into their later lives."

How much it would mean to each child if every class-room in the Panjab were to contain a collection of fifty books—in the vernacular tongues or English, as the case requires—chosen to appeal to the children who are taught there ; if the child as he progresses from room to room could find in each a similar

collection and a teacher with the knowledge, interest, and desire necessary to introduce him adequately to the world of books; one who would stimulate his curiosity first by telling stories, then by reading selections from the world's wonderland of story-books.

The Department of Public Instruction at Lahore will be of assistance in the choice of books; and—best of all—can give information, and advise as to those in the vernacular. An excellent guide to the choice of class-room library books in English is the graded and annotated list issued by the Carnegie Library of Pittsburgh and mentioned at the close of the last chapter.

Beside the class-room libraries for the pupils, there might well be a school library for the teachers. The United States Bureau of Education in 1909 issued an excellent classified list of one hundred books. It is entitled "A teacher's professional library", and probably may still be had for the asking by addressing the U. S. Bureau of Education, Washington D.C., U.S.A.

The college library.

The college library is to-day the typical library in India, where free public libraries are still rare. The college librarian will do well to acquaint new students promptly with their library privileges and duties, as his is the first library that many of them will have used. A printed card containing the library regulations is useful but insufficient. It should be

supplemented by an informal introductory talk, delivered to the first year men in squads of not more than a dozen each. Let the librarian tell them how to use the card catalogue and require them to look up certain books so as to make sure that they do use it. Ten minutes spent in actual manipulation of the catalogue at the beginning of the course will banish a diffidence that might permanently hinder an acquaintanceship with the library's resources. He should explain briefly the "D. C." and the use of its index in connection with the shelf-list; say a few words about having a decent regard for books in general, and teach them how to open a new book (See Chapter XXI); introduce them to dictionaries and encyclopedias, illustrating their use and differences by concrete examples; and tell them the difference between a Table of Contents and an Index, explaining when and how to use each.

It is perfectly legitimate to use a certain amount of bait in making the college library attractive to students. The periodicals displayed on the reading-tables should all be worthy and respectable publications, but not all need be austere or technical. Have a "new book shelf" and try to keep on it a few books which are attractive looking, as well as inspirational. Be liberal in the library rules for students, but yet more liberal in your rules for faculty members. Try to secure the good will and

co-operation of the latter, who can help or hinder greatly in the work of making the library what it should be—the heart of the college.

Do your best to deserve and perhaps you will soon receive recognition as a member of the college faculty.

When the book-buying fund is apportioned to the different departments, try to see that about twenty-five per cent is assigned to general books and periodicals, and choose these yourself with the co-operation and approval of the library committee or book committee.

Student assistants may be used to good advantage in a college library. They are very cheap, and if capable ones can be found the library can generally be kept open by their help at all reasonable hours, without overworking the regular staff.

Be particularly careful about the management of books temporarily reserved by professors from the usual conditions of circulation. These generally cause as much trouble as all the rest of the books together. The students will be strongly tempted sometimes to "sneak" them out of the library, and a few scampgraces will yield to this temptation if they are given the chance. The only solution of the reserved book problem is to make the rules regarding the use of these books as severe as circumstances require, and to enforce them rigidly. In the interest

of all, be vigilant and firm where they are concerned. Good-natured leniency here will lead to imposition by the few and injustice to the many.

The university library.

The university library's work is similar to that of the college library, but larger in scope and scale. Where practicable, the college students should be at liberty to use the university library for reference purposes at any rate. The college faculties will be encouraged to supplement the often meagre resources of the college libraries by drawing upon the larger collection at the university. The inter-library loan system should be specially well developed between the university and the college libraries; so much so that no college will be apt to purchase long, expensive sets, or costly individual volumes without considering whether these items may not be borrowed when needed from the university library.

Finally, the college librarian should look with confidence to his colleague at the university for aid and advice in the solution of his technical problems and the university library should set the colleges an example of complete and up-to-date organization and efficient administration.

CHAPTER XXVII.

The local history collection.

We shall not forget to consider the acquisition of the obvious books of history, travel and biography that have to do with the Panjab. These will force themselves upon our attention and the worthy ones among them will be acquired sooner or later as a matter of course, and without any special effort.

But every librarian has peculiar obligations as the collector and custodian of the fugitive material wherein alone is recorded the *daily life* and progress of the community which he serves. If he does not make it his business to gather and preserve this sort of thing, he may be pretty confident that no one else will, for the local historical society is usually so busy digging in the dust of past ages that it has scant time left in which to accumulate material for future diggers. And when the yet unborn historical society member begins to study *To-day*, he will wonder and scold at his inability to find what he needs in the local library—the place where obviously it should be.

If one visits a newspaper office in search of an issue of six months or a year ago, the chances are that it cannot be had. It is only the exceptional newspaper that preserves permanently even an office

file of its back numbers. "It doesn't pay", so it isn't done. But it is the duty of the librarian to do things that do not pay in the ordinary sense. If he will agree to keep a permanent file of the productions of the local press, the publisher will generally be glad to supply a copy of each issue *gratis*.

The college library should preserve as a matter of course every leaflet, pamphlet, and book issued by the college. If there is no room to keep a file of the local newspapers as a whole, at least every account of college affairs --every reference to the college even—should be carefully clipped and preserved in a scrap book. The library should also receive and file copies of all student publications.

"Librarians should remember that this generation and its affairs are but passing phases of world-life; in due course what they have gathered of the literary drift-wood of to-day will be of priceless value to their successors in office."

A century is but a short section in the long and glittering pageant of Indian history. Yet think how interested we should be if we could delve to-day in a local history collection gathered together by an elder craft-brother who had been librarian at the court of Ranjit Singh. The commonplace rubbish of to-day is the historical treasure of to-morrow. Let us remember this and think of our successors, the librarians of the twenty-first and succeeding centuries.

CHAPTER XXVIII.

The librarian's professional periodicals and books.

This chapter was originally entitled "The librarian's professional books and periodicals". The title was changed to read as above, in order to emphasize the comparative importance of the periodicals. As in the case of other professions that have not become fossilized, the librarian's books are in a measure ancient history as soon as published; and he who neglects the periodical literature of his calling is sure to find himself behind the times.

The principal English periodicals are the following, all published in London :—

Library Association Record. The monthly organ of the Library Association, 24 Whitcomb St., London, W. C. About Rs. 18 a year.

Library Assistant. Official monthly journal of the Library Assistants' Association. Annual subscription, including postage to India, Rs. 3.

Library World, Annual subscription Rs. 5 4. Library.

In America there are—

The Library Journal. Published monthly by R. R. Bowker Co., 241 W. 37 St., New York City. Regular annual subscription to India, Rs. 12 ; special rate on application to small libraries and to staff members. The L. J. has been published continuously for forty years, and was the official organ of the American Library Association until the advent of the "A. L. A. Bulletin".

Public Libraries. Published monthly, except in August and September, by the Library Bureau, 6 N. Michigan Ave., Chicago, U. S. A. Annual subscription to India, Rs. 7. "Public Libraries" is supposed to be rather more popular and practical in scope than the dignified "Library Journal".

Bulletin of the American Library Association. Published bi-monthly by the A. L. A., 78 E. Washington St., Chicago, U. S. A., and sent only to members of the association [initiation fee, Rs. 3 ; annual dues, Rs. 6] ; contains principally the Proceedings and news of the Association.

Library periodicals are published also in Germany, Italy, France, Norway, Belgium and Holland. And last but not least there is the gallant enterprise of

the Baroda Public Library, "The Library Miscellany", which marks a great step forward in the development of Indian libraries, and as such deserves the hearty support of every library in the Panjab.

The librarian's books.

Close to the librarian's desk should be a case containing the books with which he is most closely concerned,—"the zero-twenties". He will wish personally to own a good many of these, but his duty to his professional successors as well as to himself will lead him to build up for the library as good a collection of librarian's books as the needs and circumstances of the institution permit.

If he is being guided to any extent by this book in the organization of his library he will need first and foremost three books :—

Dewey's "Decimal classification and relativ index", Edition 9, Forest Press, Lake Placid Club, N. Y., U. S. A. About Rs. 21 in cloth and Rs. 25 in Chivers duroflexil half niger binding, postpaid.

"A. L. A. List of subject headings", third edition, A. L. A. Publishing Board, 78 E. Washington St., Chicago, U. S. A. About Rs. 8-8.

Hitchler's "Cataloging for small libraries," A. L. A. Publishing Board. About Rs. 4-4.

But the trio named above are but the indispensable tools for daily use. Beside the titles named in former chapters, he will need for reading and study, or for occasional reference, the following books at least:—

Dana's "Library primer", 1913 or later edition, Library Bureau, 6 N. Michigan Ave., Chicago, U. S. A. About Rs. 3. Often quoted in these pages. An excellent general book for the beginner.

Roebuck and Thorne's "Primer of library practice", 1914, Grafton & Co., 69 Great Russell St., London, W. C. Rs. 2. Similar but not identical in scope to "Dana"; less simple and explicit; gives a valuable outlook on the present status of the library movement in England.

J. D. Brown's "Guide to librarianship", 1909, Libraco Ltd., 62 Cannon St., London, E. C. Re. 1-8. An indispensable handbook for him who would become well-read in his profession. Not in itself an exposition of librarianship, but consists largely of reading lists on the subject.

J. D. Brown's "Manual of library economy", latest edition, Libraco Ltd. About Rs. 6. The standard English book on the subject. Like "Dana" it covers the whole

field; but in greater detail than "Dana", giving the English practice and point of view.

"Manual of library economy", shortly to be issued by the A. L. A. Publishing Board. More than thirty chapters have already been issued as preprints. These may be had separately for 6 annas each, postpaid.

"Library work cumulated, 1905-1911; bibliography and digest of library literature", 1912, H. W. Wilson Co., White Plains, N. Y., U. S. A. About Rs. 13, postpaid.

Cannons's "Bibliography of library economy: a classified index to the professional periodical literature relating to library economy" etc; 1910, Stanley Russell, London. About Rs. 6, postpaid.

"Catalog rules, author and title entries, compiled by committees of the American Library Association and the (British) Library Association", 1908. A. L. A. Publishing Board. About Rs. 2, postpaid.

J. D. Brown's "Small library: a guide to the collection and care of books", 1907, Routledge, London, Re. 1-8.

J. D. Brown's "Manual of practical bibliography", 1906. Dent, London. About Re. 1-8.

"Card catalog rules; accessions-book rules; shelf-list rules", 1905, Library Bureau, Chicago, U. S. A. About Rs. 4, postpaid. These are often called the "Library school rules".

CHAPTER XXIX.

The librarian's cultural reading.

In the course of the reorganization work at the University Library, a certain member of the temporary staff was often puzzled by what seemed peculiar classification or cataloguing. Like an honest fellow he would bring his mystification to the writer, who was sometimes able to resolve his doubts and difficulties. Then would come the stereotyped question, "But how to know?" His desire to know was so evidently sincere that it seemed worth while to compile a list of books which would help him and other Indian workers in libraries composed largely of English books.

It is of course a general knowledge of history and literature that is first required, with a considerable emphasis upon English literature and English history. A respectable fund of general information on present-day topics is also needed, and to secure this one had better read habitually a wide variety of current periodicals, having recourse to the encyclopædia whenever a topic is encountered of which one knows little or nothing.

The list of books given below is not, it is hoped, so long as to appear formidable. It may be supple-

mented, as desired, by the references to literary history, bibliography, library history, etc., given in J. D. Brown's "Guide to librarianship," mentioned in the last chapter.

Note.—Prices are approximate only.

English Literature.

- Moody, and Lovett. History of English literature. 1902.
Scribner. Rs. 4.
- Pancoast, H. S. ... Introduction to English literature.
1896. Holt. Rs 4.
- Taine, H. A. ... History of English literature. 2 vols.
1900. Holt. Rs. 15.
- Manly, J. M. ... English prose (1137-1890). 1909.
Ginn. Rs. 4-8.

American Literature.

- Trent, W. P. ... History of American literature.
1903. Appleton. Rs. 4.

General Literature.

- Bates, A. ... Talks on the study of literature.
1897. Houghton. Rs. 4-8.
- Botta, Mrs. A.C.L. Handbook of universal literature.
1902. Houghton. Rs. 6.
- Moulton, R. G. ... World literature. 1911. Macmillan.
Rs. 5.

English History.

- Green, J. R. ... Short history of the English people.
Amer. Book Co. Rs. 4.
- Guerber, H. A. ... Story of the English. 1898. Amer.
Book Co. Rs. 2.
- Seeley, J. R. ... Expansion of England. 1900. Little.
Rs. 5.

Smith, Goldwin ... United Kingdom. 2 vols. 1899.
Macmillan. Rs. 12.

Tappan, E. M. ... England's story. 1901. Houghton.
Rs. 2-8.

Elson, H. W. ... Guide to English history. 1911.
Doubleday. Rs. 4.

Fletcher, C. R. L. Introduction to the history of England.
2 vols. 1911. Dutton. Rs. 10.
English Travel.

Smith, Goldwin... Trip to England. 1895. Macmillan.
Rs. 2-4.

Winter, William. Gray days and gold in England and
Scotland. 1896. Macmillan.
Rs. 2-4.

European History.

Robinson, J. H. Introduction to the history of Western Europe. 1903. Ginn. Rs. 4-12.
European Travel.

Allen, Grant ... European tour. 1902. Dodd. Rs 4.

Guerber, H. A. ... How to prepare for Europe. 1906.
Dodd. Rs. 6.

United States—History and Description.

Fiske, John ... History of the United States for schools. 1899. Houghton. Rs. 3.

Brooks, J. G. ... As others see us. 1908. Macmillan.
Rs. 5.

Smith, Goldwin. ... The United States; an outline of political history. 1893. Macmillan.
Rs. 6.

General History and Description.

Colby, F. M. ... Outlines of general history. 1900.
Amer. Book Co. Rs. 4-8.

Mill, H. R. ed. ... International geography. 1900. Appleton. Rs. 10.

Seignobos, Charles. History of contemporary civilization.
1909. Scribner. Rs. 4.

Books and Reading.

Counsel upon the reading of books. 1900. Houghton.
Rs. 4-8.

Koopman, H. L. ... Mastery of books. 1896. Amer.
Book Co. Rs. 2-12.

Larned, J. N. ... Books, culture and character. 1906.
Houghton. Rs. 3.

Macy, J. A. ... Guide to reading. 1909. Doubleday.
Rs. 4.

Harrison, Frederic. Choice of books. 1886. Macmillan.
Rs. 2-4.

Rawlings, G. B. ... Story of books. 1901. Appleton.
Re. 1.

Brown, J. D. ... Manual of practical bibliography.
1906. Dutton. Rs. 2-4.

Spofford, A. R. ... Book for all readers. 1900. Putnam
Rs. 6.

Conduct of Life.

Lubbock, Sir John. Use of life. 1903. Macmillan. Rs. 4.

Hale, E. E. ... How to do it: how to live. 1900.
Little. Rs. 3.

Hamerton, P. G. Intellectual life. 1902. Little. Rs. 4-8.

Munger, T. T. ... On the threshold. 1892. Houghton.
Rs. 3.

Gulick, L. H. ... Efficient life. Doubleday. Rs. 4.

Gulick, L. H. ... Mind and work. Doubleday. Rs. 4.

CHAPTER XXX.

Library associations.

Librarianship has made as much progress in the last forty years as during the whole previous history of the world. Many causes have contributed to this wonderful development, but not the least of them is the habit which librarians have acquired of meeting together, like the ancient Athenians, "to tell or to hear some new thing". There has been of late indeed a slight reaction in America against what some librarians and library trustees have considered too great an addiction to this habit. Some think that there are now too many associations and too many meetings and that they take up too much time. However this may be, there can be no doubt of the great good that has been accomplished by these meetings, with the consequent opportunity which every librarian enjoys both to get help on his problems and to make known any new methods or devices that he has found successful. In union there is strength, and many are the enterprises of undoubted value, not only to the profession but to the whole world of letters, which the national associations have been able to carry to a successful issue.

Let us consider first the work of the Library

Association, the British organization, founded in 1877. Its chief objects are "to promote library work in all directions, including the improvement of the position and the qualifications of librarians, to collect and maintain a library, to hold examinations in librarianship and to issue certificates of efficiency. Monthly meetings are held during the winter at which papers are read and discussed, and an annual meeting occurs in the early autumn, which usually extends over the greater part of a week. Also a monthly journal, '*The Library Association Record*', is published. . . . The Association is responsible for the Public Libraries Act, 1892, which . . . secured several advantages; at the present time (1914) the Association is actively engaged in promoting new legislation for public libraries. . . .

"For those holding subordinate positions in the profession the Library Assistants' Association was founded in 1895. Its purposes are much the same as those of the older body but a need was felt for a platform where younger members could enjoy greater freedom in the expression of opinion, as well as a subscription [five shillings for Members; two shillings, six pence for Associates] more commensurate with the salary of an assistant. Meetings are held monthly from October to June". A journal, "*The Library Assistant*", has been published monthly since 1898. An interesting development has been the

organization of "International Schools of Librarianship", which have been held during the Easter vacation in Belgium, France, Holland and London.

The American Library Association was organized in 1876. " Its purposes are the promotion of library interests, the interchange of experience and opinion, the obtaining of larger results from library labour and expenditure, and the advancement of the profession of librarianship.

" In addition to advancing library interests generally, the Association aims :

" 1. By organization and force of numbers to effect needed reforms and improvements, most of which could not be brought about by individual effort.

" 2. By co-operation, to lessen labour and expense of library administration.

" 3. By discussion and comparison, to utilize the combined experiments and experience of the profession in perfecting plans and methods, and in solving difficulties.

" 4. By meetings and correspondence, to promote acquaintance and *esprit de corps.*"

Members receive free the Bulletin, published bi-monthly, and forming an annual volume of over four hundred pages, including the Proceedings of the annual meeting. The entrance fee is one dollar (Rs. 3); the annual dues, two dollars. A Headquarters is maintained (at 78 E. Washington St., Chicago),

which is a clearing-house of information on library topics. The membership now exceeds three thousand. Perhaps the most important work of the Association is conducted by a subsidiary body, the A. L. A. Publishing Board, with the aid of an endowment of one hundred thousand dollars, received in 1902 from Mr. Andrew Carnegie. As many excellent library schools exist in the United States, the Association has not followed the English organizations in their various enterprises for the instruction, examination and certification of librarians.

To supplement the work of the national association, there are no less than thirty-six state organizations; while twenty-two city and regional clubs supply the needs of those unable to travel to state or national conferences. Truly a remarkable demonstration of the American librarians' belief in the efficacy of "getting together to talk things over!"

It is to be hoped that the recently organized Punjab Library Association will find ample work to do, together with the means and will to undertake it. There would seem to be good reason for the existence of similar organizations in Baroda, at Calcutta, Bombay and Madras. And we may look confidently for a day not far distant when an Indian Library Association shall be launched upon a career of usefulness.

"In union there is strength".

CHAPTER XXXI.

Library extension.

The librarian who believes in his work is ever anxious not only for better libraries, but for more of them—open to more people. In the following chapter will be found a survey of Panjab libraries, from which it may be seen that the *free public library* is still non-existent in this province. Perhaps the time is not yet ripe. As to this, the temporary sojourner in India is not the best judge.

In case the people of India want and can use free libraries, a few words in the light of American experience as to the means of getting them, may not be out of place.

In America every type of library has existed, and in fact still exists here and there. First comes the subscription library for the exclusive use of those who pay for the privilege. Before long some wealthy subscriber, who has received ten-fold the value of his subscription, repays his debt by endowing the library; which is thereby enabled first to lower the rate of subscription, and later, as other benefactors come forward, to abolish fees altogether and become in very fact a public library free to all.

Then the residents of an adjoining city, seeing the great benefits bestowed by their neighbours' public library and sighing in vain for a benefactor to come to their aid, first enquire the cost of the library's maintenance, and then, finding it small, resolve to have a library of their own and pay for it by public taxation. Thus is evolved the public library at its best; one in which every citizen is interested because he feels that the books belong partly to him. It is hard to over-estimate the beneficial influence exerted upon a community by a library of this type. Some years ago the millionaire philanthropist, Andrew Carnegie, came to believe so ardently in the free library supported by public taxation that he offered to give a library building to any town that would provide a site and agree suitably to maintain the institution.

Let Mr. Carnegie speak for himself on this topic:

"I choose free libraries as the best agencies for improving the masses of the people, because they give nothing for nothing. They only help those who help themselves. They never pauperize. They reach the aspiring, and open to these the chief treasures of the world—those stored up in books. A taste for reading drives out lower tastes.

"Besides this, I believe good fiction one of the most beneficial reliefs to the monotonous lives of the poor. For these and other reasons I prefer the free

public library to most if not any other agencies for the happiness and improvement of a community."

American and English cities by the hundred have availed themselves of Mr. Carnegie's offer; and there are now practically no cities in the United States with twenty thousand inhabitants that are without a free public library; while innumerable towns of ten and even five thousand people are so equipped.

There is no reason to suppose that Mr. Carnegie would refuse to extend his beneficence to India on the same terms, when public opinion here becomes aroused to an appreciation of his offer. Moreover, India has her millionaires in plenty who will doubtless come forward gladly, as soon as the faithful, zealous and efficient work of Indian librarians furnishes a few examples of what a well-managed library can mean to the community it serves.

Library development in India rests in the hands of her librarians. May they find strength for the tasks before them.

CHAPTER XXXII.

Libraries of the Panjab.

There are at least thirty-five more or less public libraries in the Panjab region : twenty-one connected with colleges affiliated to the University, and nine other libraries beside the University Library, the Punjab Text-Book Committee Library, the Central Museum Library, the Civil Secretariat Library and the Masonic Lodge Library. Of the college libraries very few have been long established ; those of the Medical College and the Government College—both Government institutions—were founded in 1860 and 1864 respectively. The others came into existence when the University Act of 1904 was passed. The Panjab University opened its doors in 1908 and in that year the University Library was founded. Among public libraries the Punjab Public Library is the oldest. It was established in 1884 and is the largest library in the province.

Number of volumes.

The following is a list of the libraries containing more than 2,000 volumes on May 31st, 1916, arranged in the order of their strength :—

Punjab Public Library	...	90,000
Panjab University Library	...	30,000

Lahore Gymkhana Library	...	15,000
Government College Library	...	10,000
Punjab Vedic Library	...	9,115
Forman Christian College Library	...	9,000
Punjab Agricultural College Library, Lyallpur	...	8,000
Sardar Hardit Singh's Edward Public Library and Reading Room	...	7,741
St. Stephen's College Library, Delhi	...	7,000
Punjab Text-Book Committee Library	...	7,000
Sri Ranbir Library, Jammu	...	6,846
D. A. V. College Library	...	6,000
Islamia College Library	...	4,000
Central Museum Library	...	4,000
Central Training College Library	...	3,232
Prince of Wales' College Library, Jammu	...	3,127
Sri Pratap College Library, Sri-nagar	...	3,091
Khalsa College Library, Amritsar	...	2,892
Gordon College Library, Rawalpindi	...	2,829
Mohindra College Library, Patiala	...	2,782
Islamia College Library, Peshawar	...	2,550
Lahore Medical College Library	...	2,483
Hindu College Library, Delhi	...	2,315
Sadiq College Library, Bahawalpur	...	2,185
Randhir College Library, Kapurthala	...	2,000
		241,189

Conditions of use.

College libraries are usually open only to students and members of the college staff, though some are so liberal as to extend their use to outsiders under certain easy conditions, especially where there is no other library in the vicinity. The University Library tries to supplement the college libraries where they are weak, and may be used by graduates of the University and by other persons engaged in research or higher educational work. The public libraries have free reading rooms, but issue books only to members paying some subscription, the amount of which varies with different libraries.

Accession records.

Most of the libraries have some form of accession record. The Panjab University Library and the Panjab Text-Book Committee Library use the Library Bureau accession book. The Panjab Public Library uses an accession record of much the same character.

Shelf-list and catalogues.

Few libraries have a shelf-list. Most have a printed catalogue, and in order to keep this up to date have recourse to appendices in manuscript form, thus making the catalogue cumbrous and consultation difficult. Author and roughly chosen subject entries are used generally; few have title entries. Six libraries have their catalogues on cards of various

sizes. The Prince of Wales College Library uses author, title and subject entries, arranged alphabetically. St. Stephen's College and Forman Christian College Libraries have author and title entries in a single alphabet. The Lahore Medical College Library has author entries only, arranged alphabetically. In the University Library a regular dictionary catalogue is being compiled, with author, title and subject entries arranged in a single alphabet.

Classification methods.

Almost every library has its books classified according to subjects. No well known scheme of classification has been used till this year, each library having devised a plan of its own. The one followed in the Punjab Public Library is practically an adaptation of Dr. Dewey's "Decimal classification", which has now been adopted by the University Library and about ten others in the province.

Period of loan.

The period of loan differs greatly among the libraries. Three lend their books for a week, two for three weeks, three for a month, and one for two months; while the University and most of the college libraries issue their books for a fortnight to students and for a month to professors. With two no period of loan is specified. One library lends new books for ten days only.

Fines.

For books overdue six libraries impose no fine; two charge half an anna; two, two annas; and the rest one anna per volume per day.

Hours.

College libraries are open usually on all college working days—about 225 days during the year—for six hours a day. The Government College and St. Stephen's College Libraries arrange to keep their reading rooms open for two hours each evening. One library opens for three hours a day only; another, once a week for students; and a third, for a few minutes each day. Steps will soon be taken to keep the University Library open for twelve hours a day instead of eight, as at present.

Of the public libraries, which are usually open for nine hours a day, Sri Ranbir Library, Jammu, is open daily for eleven hours during the winter season. Most of the public libraries are closed on Sundays and on a few other days of the year, but the Punjab Public Library is open for two or three hours on Sundays, according to season.

Special features.

The Central Training College Library and the Punjab Text-Book Committee Library specialize in education; the Lahore Medical College Library in surgery; the D. A. V. College Library in Sanskrit literature; the Government College Library in biology;

the Ranbir Library in the Tibetan language; the Central Museum in archæology and antiquities; the Lahore Gymkhana in fiction; the Civil Secretariat Library in Government documents and reports; the Forman Christian College Library in biblical literature; the Punjab Public Library in history, sociology and technology; and the Vedic Library in Vedic religion. The University Library is specially strong in historical, classical and scientific books, including complete sets of many scientific periodicals.

Valuable books and manuscripts.

The Islamia College Library, Peshawar, has a valuable oriental library, containing 2,116 books, many of these being original manuscripts of great rarity and antiquity. The Punjab Public Library, too, has many rare Sanskrit, Persian and Arabic manuscripts. The University Library has in the Azad Collection of its Oriental Department not only books of great value, but some 371 original manuscripts. It has recently purchased 185 manuscripts in Arabic, Persian, Hindi, Urdu and Gurmukhi, and is constantly adding more.

Periodical indexes.

No library in the province has a general index of the material contained in periodical literature. The University Library plans to secure the "Readers' Guide" and the "Athenæum Subject Index" as soon as possible.

Current periodicals.

Periodical literature is hardly receiving the attention that it deserves in the libraries of the province. The Forman Christian College Library subscribes to 35 periodicals; the D. A. V. College Library, to 37; the Agricultural College Library and the Punjab Public Library, to 50 each; the Sardar Hardit Singh's Edward Public Library, to 51; the Government College Library, to 65; the Lahore Gymkhana, to 70; and the University Library, to 126. The last named library is about to subscribe to most of the magazines indexed in the "Readers' Guide" and the "Athenæum Subject Index".

Annual additions.

In 1915, only a few libraries added to their stock books worth Rs. 1,000 or more. The following list shows the number of volumes purchased during the year by each of eleven libraries:—

D. A. V. College Library	...	300
Punjab Text-Book Committee Library	349	
Sri Pratap College Library	...	470
Islamia College Library, Lahore	...	500
Forman Christian College Library	...	513
Gordon College Library	525
Coronation Library, Lyallpur	...	588
Government College Library	...	624
Lahore Gymkhana Library	...	700
Punjab Public Library	1,223
Panjab University Library	...	1,856

The librarian's professional periodicals.

The Khalsa College Library, the Punjab Public Library and the University Library are the only institutions that have subscribed to periodicals for their librarians. One is taken in the first, one in the second, and six in the last.

Punjab Library Association.

Eleven librarians in the institutions mentioned above are members in good standing of the Punjab Library Association.

CHAPTER XXXIII.

Indian public documents.

Public documents fall under two heads : printed reports and manuscript records.

(a) The annual reports of the heads of departments with many of the serial and occasional publications are commonly called public documents. These papers are storehouses of information on all matters of administrative interest. In India the importance of these blue books has only recently come to be realized, owing to the increasing interest in economic and administrative matters and the expansion of legislative councils. There is now a growing demand for these documents and all well equipped libraries should possess a carefully chosen collection. It is particularly necessary that libraries pay special attention to their arrangement and cataloguing, because although most important to students of economics and polities they are not attractive in form.

(b) Manuscript government documents are the original records of the State's action. They form the source materials of history, but unfortunately they are not always available to the public. In some European countries these manuscript records are arranged with a care commensurate with their importance.

though public access to them is often denied even after the lapse of decades. It is a matter for congratulation that the Panjab Government, with a view to co-operation with the Panjab University, has recently given access to its archives of original Persian manuscripts, embracing the Sikh period of the history of the Panjab. It is interesting to note, moreover, that the manuscript papers of the Government are slowly though steadily being transferred into printed public documents. For instance, the Panjab Government has recently issued Press Lists of the records covering the period 1801—50 in ten bulky volumes, while the India Office records regarding the East India Company have already been published in several volumes.

Acquisition.

(a) Any library may apply to the local government or the Government of India for any official publications it wants, and the name of that library will then probably be placed on the distribution list. Thereafter the library will receive free of cost all publications, excepting those that are expensive and those not meant for public circulation.

(b) The offices of the Commissioners and Deputy Commissioners can also sometimes supply documents of importance. In starting new libraries in *mofussil* towns promoters will do well to approach these officers, who have almost always a fairly complete collection at their disposal.

(c) Public documents as a last resort can be purchased from certain book-sellers; but expenditure for this purpose may generally be avoided.

All documents should be stamped, plated, classified, accessioned, shelf-listed and catalogued. (For the method of cataloguing, see the "Catalogue rules" compiled by committees of the American Library Association and the [British] Library Association, pp. 17-18.) Newly acquired documents may well be kept for six months on open shelves in the reading or reference room. The librarian should make a point of examining with more or less care every public document that reaches the library. As in all reference work, it is worth while to show the seeker of information from public documents how to find an answer to his query, so that he may next time in some measure help himself.

Utility.

Public documents contain the most reliable figures available relating to many important subjects. In nearly all these publications care is taken by means of tabular headings and explanatory footnotes to guard the reader from misconstruing the statistics. In modern times the statistical activity of Government has been extended to the investigation of problems of great social and scientific interest, such as births, deaths, etc. Statistics have in fact become a very important instrument of investigation in the social sciences and all sorts of readers are attracted to study them.

Selection.

Some of the largest libraries in India may well collect and organize for reference use all the documents published by the provincial governments and the Government of India; as well as Parliamentary blue books and the most important public documents of many foreign countries. It is only in the libraries that government documents are collected and cared for in any systematic and intelligent way, with a view to their fullest present and future availability for consultation. But the irconstant growth in volume presents peculiar problems to every library because of the expensive technical and bibliographical operations that are necessary to make them useful.

At present the Panjab Government apart from pamphlets, books, gazetteers, bulletins and forecasts, publishes about twenty-five annual reports of different departments. It distributes also over 25,000 copies a year of the annual publications of other provincial governments and the Government of India. An attempt to acquire all of these without taking into consideration the nature, situation and *clientèle* of the individual library would make a collection needlessly cumbersome. Therefore a careful selection is absolutely necessary. The following is a list of such documents (published annually unless otherwise stated) as would be found most useful in a college library.

1. Report on the administration of the Punjab.
Summarizes general results of the administration for the year ; deals with all departmental reports ; discusses protection, land revenue, production and distribution, revenue and finance, vital statistics, education and archaeology.
2. Census of India, 2 vols.
A decennial document ; discusses distribution and movement of the population ; religion ; castes ; education ; etc., for the decade. Previous reports may be secured for the years 1862, 1872, 1881, 1891, 1901, and 1911.
3. Census report of the Punjab.
Contents similar to that of Census of India. Previous reports may be secured for the years 1862, 1872, 1881, 1891, 1901, and 1911.
4. Report on the progress of education in the Punjab.
Discusses and gives statistics for collegiate, secondary, and primary education : education of European, Mohammedan and Hindu women ; and industrial schools.
5. Indian education.
Published by the Government of India ; first issue is for 1913-14. Narrates the year's progress of education in India, exclusive of native states ; and gives illustrations of new educational buildings.
6. Progress of education in India.
Published quinquennially. First issue, 1898. Summarizes the progress of education during the quinquennium.
7. Occasional documents on education.
 - a) Report of the Education Commission, 1882.
 - b) Indian University Commission, 1902.
 - c) Educational policy of Government of India, 1913.

8. Prices and wages in India.
Shows annual fluctuations.
9. Variations in India in price levels.
10. Statistics of British India, 8 pts.
Include finance and revenue, paper currency, commercial and industrial statistics, etc.
11. Annual statement of the sea-borne trade of British India, 2 vols.
Contains tables of imports and exports, trade and shipping. Charts are included to illustrate the total import and export.
12. Statistical abstract for British India, vol. I.
Commercial statistics.
13. Agricultural statistics of India, 2 vols.
14. Indian currency reports.
15. Review of the trade of India.
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